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ABSTRACT

As part of the development of a statewide system for retrieving, coordinating, and disseminating resource information within the state of Illinois, a methodology was developed to determine the resources available in each of the existing resource units in the state. The Resource Identification Survey (RIS) was developed to meet this need. A total of seven drafts of the RIS were prepared. In addition to the RIS, two other products were completed as a result of this project--a survey card to be used in collecting data for potential resource units, and the RIS Administrative Manual. (The various RIS drafts are described and appended, as is the final seven-page version of the RIS). (GDC)

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ED175926

# FINAL REPORT
# THE DEVELOPMENT OF A RESOURCE IDENTIFICATION INSTRUMENT

U S DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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ERA

TM009 581

# FINAL REPORT
# THE DEVELOPMENT OF A RESOURCE IDENTIFICATION INSTRUMENT

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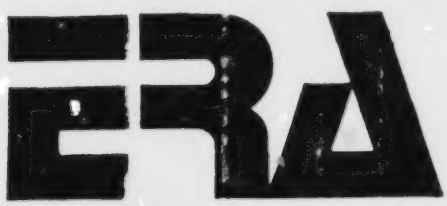

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PORTANT EVENTS IN DEVELOPMENT OF THE RDS

| te(s) | Event | Purpose | IOE Staff Present |
|---|---|---|---|
| GUST 2 | ERA-IOE meeting | Clarification of proposal objectives | Dr. Nelson Ashline<br>Carol Reisinger<br>Nancy Harris<br>Dr. Larry Werner |
| GUST 12 | ERA-IOE meeting | Plans for instrumentation | Carol Reisinger<br>Nancy Harris |
| GUST 19-20 | First field test (Draft 1) | Field Test | |
| GUST 26 | ERA-IOE meeting (Draft 1) | Explanation of field test findings | Nancy Harris |
| PTEMBER 3 | ERA-IOE meeting (Draft 2) | Modification of Survey:<br>·general format<br>·inclusion of resource descriptors | Carol Reisinger<br>Nancy Harris<br>Dr. Michael Plog |
| PTEMBER 10 | ERA-IOE meeting (Draft 3) | Modification of resource descriptors; plans for IOE to generate complete list of descriptors | Carol Reisinger<br>Nancy Harris |
| PTEMBER 24 | ERA-IOE meeting | More modification; final list of resource descriptors presented by IOE<br><br>Rough draft of Manual shown to IOE | Nancy Harris |
| TOBER 5-7 | Second field test (Draft 5) | Field test | |

PORTANT EVENTS IN DEVELOPMENT OF THE RIS (PAGE TWO)

| te(s) | Event | Purpose | IOE Staff Present |
|---|---|---|---|
| TOBER 12 | ERA-IOE meeting | Explanation of field tests;<br><br>Manual returned with IOE desired definitions | Carol Reisinger<br>Nancy Harris |
| TOBER 27-28 | ERA-IOE meeting (Draft 6) | RIS delivered to IOE on 10/27, returned to ERA on 10/28 with final corrections | Carol Reisinger<br>Nancy Harris |
| VEMBER 8 | ERA-IOE meeting | Manual delivered to IOE for corrections | Carol Reisinger<br>Nancy Harris |
| VEMBER 23 | Training of IOE Staff | ---------- | Carol Reisinger<br>Nancy Harris<br>IOE Program Service Team |

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# INTRODUCTION

This report will chronicle the evolution of the Resource Identification Survey (RIS) developed by Evaluative Research Associates (ERA).

Under the auspices of the National Institute of Education, the Illinois Office of Education (IOE) is developing the capability to provide a statewide system for retrieving, coordinating and disseminating resource information. In order to accomplish this task, IOE must:

1. Determine what resource units exist in the state
2. **Develop a methodology to determine the resources available in each of these units**
3. Identify strategies for disseminating the resource information throughout the state

The Illinois Resource and Dissemination Network (IRDN), within IOE, is responsible for meeting the above three goals.

The second of the above processes **(in bold type)** will be realized by the utilization of the RIS.

This report is divided into three major parts:

- **Part I: Development of the RIS**

  This part includes description of the methods and procedures used to develop the instrument. All preparation, meetings with IOE staff, field tests and developmental stages of the Survey are delineated.

- **Part II: Developmental Stages of the RIS**

  All examples of the Survey, from beginning to final product, comprise this part. A copy of each of the seven examples is included so the reader can refer to the specific drafts cited throughout Part I.

- Part III: Product Description

  This part contains a description of the three products developed by ERA. The design of each product is delineated.

## ERA COMMENTS

The project reported herein started later and took longer than anticipated by both IOE and ERA staff.

The original time frame, outlined in the Request for Proposal, called for five weeks of work; commencing on July 9, 1976 and culminating on August 13, 1976. ERA was notified of acceptance of the proposal on July 23, 1976. At this time, a meeting between IOE and ERA staff was planned for August 2, 1976. At this meeting the time frame for the contracted work was officially changed to cover the five week period between August 9, 1976 and September 17, 1976. ERA staff began collecting pertinent materials immediately upon notification of award by IOE.

Once the process got under way, the actual development of the Survey and accompanying manual took substantially longer than planned. The high degree of cooperation and interaction between IOE and ERA staff, and some unforseen circumstances, necessitated the length of time taken to complete the project.

# PART I:

# DEVELOPMENT OF THE RIS

ERA staff met with related IOE personnel numerous times concerning the development of the Survey and Manual. In addition, the two staffs maintained constant contact by phone; sometimes communicating three times a week.

AUGUST

The month of August was spent laying the groundwork for the Survey and completing the first trial field test, using Draft 1 of the instrument. Throughout this month, ERA and IOE staff met on three occassions.

ERA initially met with IOE staff on August 2, 1976 to clarify ERA's proposal and IOE's needs. Present at this meeting* were the following IOE staff:

- Carol Reisinger--Project Manager
- Nancy Harris--Specialized Educational Services
- Dr. Nelson Ashline--Executive Deputy Superintendent
- Dr. Larry Werner--Program Evaluator

ERA answered questions concerning the proposal and IOE staff explained the requirement for the original proposal to be slightly modified to encompass the needs of Special Education personnel.

ERA staff spent the week after the first meeting contacting State Facilitators, State Department Dissemination Coordinators and appropriate NIE personnel. In all, over 130 letters were mailed out and 10 people were talked to, at length, by phone. Nearly half of those contacted responded by sending relevant materials. However, ERA soon realized that the task ahead was one that generated a great deal of interest among educators but, also, was in the planning stages in most areas.

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* All subsequent ERA-IOE meetings were with Ms. Reisinger and/or Ms. Harris except where noted.

The next ERA-IOE meeting focused on plans for instrumentation. ERA presented a skeleton format for the survey. IOE's information needs were discussed and the following components concerning resources were identified as necessary:

- Funding of resource
- Target group(s) of resource
- Staffing of resource
- Dissemination of resource
- Adoption/Adaption capabilities

At this time ERA also proposed that a short survey card be developed to initially identify large numbers of potential resources. The resource units identified during this first round could then be followed-up by IOE staff and surveyed more extensively.

ERA staff began developing rough copies of the survey as more information was received from outside sources. The majority of instruments received by ERA dealt with identification of human resources or description of specific educational programs (e.g., individualized instruction, early childhood education). One instrument received dealt with description of promising programs, practices or products. This survey, from the Texas Education Agency, was very scant with open-ended questions.

Overall, the information received from other sources did little to influence the direction of ERA's development. Thus, taking into account aspects specified by IOE and ideas generated by ERA staff, the first draft was completed. At this time the plan was to develop separate surveys for the different types of resource units (e.g. funded projects, museums, human resources). Draft 1 (in Part II of this report) was designed for use with funded projects only.

ERA realized that at this point in development some of the questions needed to be general and open-ended in nature. It was hoped that the first trial test would clear up some uncertainties and help to set a direction for further development. This proved to be true as ERA conducted interviews with directors of the following funded projects on August 19-20:

- Project CORC
  Meridian School District No. 101
  Mounds, Illinois

- Project RICE
  Egyptian School District No. 5
  Tamms, Illinois

- Community Learning Center
  Illinois Department of Corrections
  Alton, Illinois

On August 26, ERA again met with IOE staff. Results of the first trials were explained and the direction of future drafts clarified.

SEPTEMBER

After the first set of interviews, ERA staff concentrated on developing more structured questions that would be easier to record. Draft 2 represented the biggest format change in the Survey. Subsequent drafts, even though different in specific content, maintained the same basic structure. The Survey was modified to provide check-mark answers and space for description. In addition the instrument was adapted so that it could be used with any type of resource unit. Parts III, IV and V were to be used only when applicable.

ERA's fourth meeting with IOE staff (September 3) centered on the need to better identify the focus of the resource. The first two survey drafts dealt very broadly with this aspect. Dr. Michael Plog of the IOE Evaluation Section participated in this meeting. At this time IOE staff approved ERA's suggestion to adapt the survey to accommodate all types of resource units.

IOE staff presented a listing of 86 resource descriptors to be included in the Survey. The descriptors were classified by ERA staff into five general categories and numbered for easy filing. Other changes were made and, the following week, ERA presented Draft 3 in a meeting with IOE staff.

At this fifth meeting (September 10) ERA explained the need to develop a more logical list of resource descriptors. ERA pointed out the heavy weighting of Special Education-related topics and the broad, general listing under traditional curriculum areas (See Draft 3--Focus of Resource). IOE staff also realized the need to improve the descriptor listing; thus, they agreed to develop a more inclusive , logical listing by surveying a variety of divisions within IOE.

In preparation for the sixth ERA-IOE meeting, ERA made minor changes on Draft 3 and left space for the new listing of resource descriptors (See Draft 4). However, the list presented on September 24 by IOE staff was too long to include in the allotted space on Draft 4. The listing (at this point finalized) was classified by IOE into nine categories.

At this time ERA was preparing for the second field test. Draft 5, with all resource descriptors and more minor modifications was utilized.

Preparation of the Administration Manual started with Draft 4 of the RIS and was modified to be used with Draft 5. For this first version of the Manual all definitions in the glossary were generated by ERA staff. All appropriate materials were mailed to IOE before the field tests began.

## OCTOBER

### Second Field Tests

The second group of trial administrations of the Resource Identification Survey took place in the Chicago Cook County area during October 6 and 7. The general procedures were as follows:

■ *Identification/Selection of Interviewers*

As was specified in the ERA proposal, the second trial administration was conducted by persons not normally in the employ of ERA. In part, the selected interviewers were independent persons in that they had no previous connection with ERA and they first saw the survey and manual on October 5, the day before administration.

- *Rex L. Miller.* Mr. Miller is employed by the University of Missouri-St. Louis as a part-time instructor in the School of Education. He has had previous experience as a law enforcement officer and holds a Specialist's Degree in Education.
- *Hilda Glazer-Waldman.* Ms. Glazer-Waldman recently obtained the Ed.D. in Educational Psychology. Her previous experience includes working as an evaluation/testing specialist in a large urban school system.
- *Anne Morrison.* Ms. Morrison was employed by St. Louis University, Urban Affairs Department. She holds degrees in Secondary Education and Urban Affairs. Her past experience has included field interviewing, report preparation and the like.

■ *Identification/Selection of Interviewees*

Within the philosphy of having maximum involvement of the contracting agency, ERA requested that IOE staff (Carol Reisinger and Nancy Harris) supply the names of any persons and/or resources they would like ERA to use in the second trial administration of the RIS. Two priority resources were provided:

- Bilingual Center, Northwest Education Cooperative, Arlington Heights, Illinois
- South Metropolitan Association for Low Incidence Handicapped Dalton, Illinois

IOE contacted the directors of each of these agencies prior to ERA contact. During the last week in September, ERA contacted the agency directors to set up appointments. ERA interviewers were on-site at the Northwest Educational Cooperative on October 6 and at the South Metropolitan Association on October 7. At these two agencies, 15 Resource Identification Surveys were administered.

- NORTHWEST EDUCATIONAL COOPERATIVE
  - ☆Elementary Vocational Education
  - ☆Northwest Educational Cooperative
  - ☆Midwest Resource Center
  - ☆NEC Film Library
  - ☆Bilingual Educational Library
  - ☆Career Education Service Center
  - ☆Multicultural Program
- SOUTH METROPOLITAN ASSOCIATION
  - ☆Program for Severe Disorders in Communication and Behavior
  - ☆Communication Development Program
  - ☆Parent-Infant Program
  - ☆Speed Alternate School
  - ☆SMA Social Service
  - ☆SMA Media Service

Since both of these agencies were multi-district service centers ERA decided to conduct interviews in two other settings; one a university and the other a public school district. In these two settings, another five interviews were obtained.

- UNIVERSITY OF ILLINOIS, CIRCLE CAMPUS
  - ☆Curriculum Lab Collection
  - ☆Office of Instructional Resources and Development

☆College of Education

☆Curriculum Library

■ILLINOIS SCHOOL DISTRICT 162, MATTESON, ILLINOIS

ERA set up all appointment schedules to agencies. In the case of the University of Illinois, individual appointments were made.

The interviewers were trained at ERA on the morning of October 5, 1976. The training consisted of:

- 15 minute orientation session
- 1 1/2 hours to read and study the Administration Manual
- 15 minutes to discuss procedures and ask questions
- 1 1/2 hours to role play and practice the procedure
- 30 minutes to wrap-up, respond to questions and the like

Both at this time and after RIS administration the interviewees were asked to relate any concerns about the Manual and/or Survey. *(The major difficulty was in separating general explanations and administration procedures in the manual. Modifications were made based on this feedback.)*

A member of the ERA staff accompanied the interviewers. The task of the ERA staff member was to oversee the process, determine if and where/why difficulties arose, and the like. All four persons traveled to the Cook County areas on the afternoon of October 5, 1976. Interviews were conducted on October 6 and the morning of October 7.

| | Morning | Afternoon |
|---|---|---|
| October 5 | Traveling<br>Training | Traveling to Chicago area |
| October 6 | Administer RIS: Northwest Educational Cooperative; Unviersity of Illinois | Administer RIS: Northwest Eduational Cooperative; University of Illinois |
| October 7 | Administer RIS: South Metropolitan Association; School District 162 | Traveling from Chicago area |

■ *Evaluation*

Each interviewee and the interviewers were requested to complete an evaluation form (See Attachment A). For each section of the survey, the rater was asked to mark "Leave as is", "Make minor changes" or "Make major changes". Space was provided for comments.

Thirteen of the interviewees and all three interviewers provided evaluation ratings. Moreover, the interviewers provided suggestions for editing on both the Survey and the Manual. These suggested changes were incorporated into the final version of both documents.

The ratings are presented in Table 1. It can be noted that for the most part, respondents felt that the Survey should not be changed. The lowest ratings were given to the resource description and evaluation questions, both which were modified or changed. Further, it can be noted that on the average for interviewees there was 91% agreement on ratings and for interviewers 85% agreement, with an overall weighted percentage agreement of 90%. Thus, the general quality ratings can be considered reliable; and thus, according to the 16 respondents, the RIS can be considered a valid survey to gather resource information.

On October 12 IOE staff were briefed on the field test results and more editing was suggested. It was decided to move the list of resource descriptors to an inside page because the cover of the Survey seemed cluttered and difficult for some to follow. One change of some consequence concerned the streamlining of evaluation data pertaining to the resource. IOE staff decided that at this point they were most interested in if and/or how the evaluation was accomplished and not specific results. Also, at this meeting, an edited version of the Manual was returned by IOE staff to ERA. Most changes that were suggested were for the Glossary. IOE staff changed about 20 definitions and,

TABLE I: RIS RESPONSE RATINGS

| tion | Part | Responses* Interviewees A | B | C | Interviewers A | B | C | Percent Agreement Interviewees | Interviewer |
|---|---|---|---|---|---|---|---|---|---|
| Resource ormation | 1. Identification | 13 | 0 | 0 | 2 | 1 | 0 | 100 | 67 |
| | 2. Description of Resource | 9 | 1 | 3 | 0 | 3 | 0 | 69 | 100 |
| | 3. Resource Target Group(s) | 13 | 0 | 0 | 3 | 0 | 0 | 100 | 100 |
| | 4. Staffing | 12 | 1 | 0 | 3 | 0 | 0 | 92 | 100 |
| | 5. Resource Information Dissemination | 12 | 1 | 0 | 3 | 0 | 0 | 92 | 100 |
| | 6. Funding | 11 | 2 | 0 | 2 | 1 | 0 | 85 | 67 |
| Program(s) /or ject(s) | 1. Is resource a program and/ or a project? | 13 | 0 | 0 | 3 | 0 | 0 | 100 | 100 |
| | 2. On-Site Visitation | 13 | 0 | 0 | 3 | 0 | 0 | 100 | 100 |
| | 3. Adaption/Adoption | 11 | 2 | 0 | 2 | 1 | 0 | 85 | 67 |
| | 4. Evaluation Data | 10 | 2 | 1 | 1 | 2 | 0 | 77 | 67 |
| . Human ources | 1. Are human resources available through resource? | 12 | 1 | 0 | 2 | 1 | 0 | 92 | 67 |
| | 2. Availability of Resource | 10 | 2 | 0 | 3 | 0 | 0 | 77 | 100 |
| | 3. Accessibility | 12 | 0 | 1 | 3 | 0 | 0 | 92 | 100 |
| | 4. Training | 12 | 0 | 1 | 2 | 1 | 0 | 92 | 67 |
| | 5. Conditions | 12 | 0 | 1 | 3 | 0 | 0 | 92 | 100 |
| | 6. Type of Service | 11 | 1 | 1 | 2 | 0 | 1 | 85 | 67 |
| | 7. Can individuals be contacted for permission to include their names in a human resource file? | 13 | 0 | 0 | 3 | 0 | 0 | 100 | 100 |
| | 8. Evaluation of Individuals | 11 | 2 | 0 | 1 | 2 | 0 | 85 | 67 |
| Materials | 1. Are materials available through (or needed by) resource? | 12 | 1 | 0 | 3 | 0 | 0 | 92 | 100 |
| | 2. Availability of Materials | 12 | 1 | 0 | 1 | 2 | 0 | 92 | 67 |
| | 3. Evaluation of Material collection | 10 | 2 | 1 | 2 | 1 | 0 | 77 | 67 |
| Housing ncy | 1. Identification | 12 | 1 | 0 | 2 | 1 | 0 | 92 | 67 |
| | 2. Type of Agency | 13 | 0 | 0 | 3 | 0 | 0 | 100 | 100 |
| | 3. Size of Agency | 13 | 0 | 0 | 3 | 0 | 0 | 100 | 100 |
| | 4. Years of Operation | 13 | 0 | 0 | 3 | 0 | 0 | 100 | 100 |
| | 5. Primary Funding Source of Agency | 13 | 0 | 0 | 3 | 0 | 0 | 100 | 100 |
| | 6. Mark as close as possible location of resource | 13 | 0 | 0 | 2 | 0 | 1 | 100 | 67 |
| RAGE | | | | | | | | 91 | 85 |
| AL AVERAGE | | | | | | | | 90 | |

Y: A = Leave as is; B = Make Minor Changes; C = Make Major Changes

in addition, provided new definitions for 14 resource descriptors.

In the following two weeks, Draft 6 was prepared by ERA for final approval by the IOE Project Manager. The draft was delivered to IOE on October 27 and returned to ERA on October 28. A few spelling errors and minor composition errors were detected. With the specified changes, the Survey was cleared for final draft. Draft 7 represents the final copy of the RIS.

Modification of the Administration Manual began after the field tests of October 5-7. Specifics were adapted to be in accord with Survey changes and the sections dealing with administration of the Survey were clarified. Most modifications came about as the result of suggestions from the three interviewers who used the first draft of the Manual in preparation for the Chicago area field tests. Also, as mentioned before, definitions in the glossary were changed to be congruent with IOE policies.

NOVEMBER

The second draft of the Manual was delivered to IOE staff for final approval on November 8, 1976. The needed corrections to the Manual were forwarded by the IOE Project Manager on November 15. With the specified changes, the Manual was cleared for final approval.

The final version of the RIS was submitted to V.I.P. Printing in St. Louis on November 5, 1976 for final art work, production of plates, and 150 printed copies to be used in training and supplied by ERA to IOE. The final plates of the RIS were turned over to the IOE Project Manager.

The final version of the Administration Manual was delivered on November 16, 1976 for printing. A total of 150 copies were printed by ERA for delivery to IOE.

# PART II:

# DEVELOPMENTAL STAGES OF THE RIS

*RIS: DRAFT 1*

## ILLINOIS DISSEMINATION NETWORK

Illinois Office of Education
100 North First St.
Springfield, Illinois 62777
(217) 782-2826

### RESOURCE UNIT INCLUSION SURVEY: Funded Projects,

☐ for IOE index no. use only

Date of this survey ___/___/___ mo. day yr.

Resource willing to participate in IDN? ☐ yes ☐ no

Local Agency:

_____
Name (if more than one, put fiscal agent)

_____
Address (No., Street, City, Zip)

_____ ( ) -_____
Illinois County Telephone No.

_____
Contact Person (Name and Title)

Type of Agency:

☐ Educational ☐ Social Service
☐ Religious ☐ Other (Specify)

## PROJECT IDENTIFICATION

Name of project _____

Telephone No. _____

Contact Person _____
Name and Title

Funding Agency: _____
Name

Federal State
Industry Foundation _____
Address (No., Street)

Service Club Other (Specify)

_____ _____
City, State, Zip

Type of Project : (check as many as are appropriate)

- ☐ Instructional Services
- ☐ Positive Pupil Characteristics
- ☐ Staff Development
- ☐ Evaluation
- ☐ Administration
- ☐ Support Services
- ☐ Pupil Personnel

Target group (Specify: group, age, any qualifying characteristics)

General type of project (probe for short description of services)

Number of Staff ☐ Number of years in operation ☐

Stability of funding (general probe)

Have procedures of this project ever been disseminated? ☐ yes ☐ no

If yes, elaborate

## ABSTRACT INFORMATION

Are there special skills that could be taught to others? ☐ yes ☐ no

If yes, elaborate.

If yes, how can training be obtained?

Are there specific materials developed and/or used in this project that could be used elsewhere? ☐ yes ☐ no

If yes,how can these be obtained?

Dd you know how much it would cost another location to i mplement a similar project? ☐ yes ☐ no

If yes, how much:
training _____
materials _____
general initiation _____
continuation _____

How much time is reuqired of local staff to implement this project? (Speicfy time)
training _____
development _____
maintenance _____

Are there any specific target group testing/assessment procedures? ☐ yes ☐ no

If yes, elaborate.

Is there any evaluation data pertaining to the effectiveness of the project? ☐ yes ☐ no

If yes, check all that are appropriate.

| Type of Evaluation | Results: None | Positive | Negative | Mixed |
|---|---|---|---|---|
| Target group self evaluation | ☐ | ☐ | ☐ | ☐ |
| Target group opinion | ☐ | ☐ | ☐ | ☐ |
| Target group knowledge | ☐ | ☐ | ☐ | ☐ |
| Staff observation/interview; expert opinion | ☐ | ☐ | ☐ | ☐ |
| Staff activities/ self-report | ☐ | ☐ | ☐ | ☐ |
| Target group follow-up | ☐ | ☐ | ☐ | ☐ |
| Program Design Documentation | ☐ | ☐ | ☐ | ☐ |

In your opinion, could this project be implemented in a variety of areas? (e.g. urban, rual, public private)

yes no

If no, what are the limitations concerning implementation?

Please mark, as close as possible, on the map below, the location of this project.

**ILLINOIS DISSEMINATION NETWORK**
Illinois Office of Education
100 North First Street
Springfield, Illinois 62777
(217) 782-2826

**RESOURCE UNIT INCLUSION SURVEY**

for IOE
use only

Date of Survey ___/___/___
mo. day yr.

Interviewer _____
Name

_____
Agency

_____
Location

Is resource willing to participate in IDN?

| Very Strong | Strong | Weak | Weak | Strong |
|---|---|---|---|---|
| 5 | 4 | 3 | 2 | 1 |
| YES | | | NO | |

**Section I**

**LOCAL AGENCY**

Name _____

Address _____ _____ _____ _____
Number Street City Zip

_____ _____
Illinois County Telephone

Contact Person _____
Name and Title

Type of Agency
( ☑ one only)

- ▪ Educational
  - ☐ Local (LEA)
  - ☐ State (SEA)
  - ☐ Regional
  - ☐ Federal
  - ☐ Corporation
  - ☐ Higher Education
  - ☐ Other (Specify)
- ▪ Service
  - ☐ Recreational
  - ☐ Welfare
  - ☐ Counseling
  - ☐ Library/
  - ☐ Museum
  - ☐ Other (Specify)
- ▪ Other
  - ☐ Professional
  - ☐ Special Interest
  - ☐ Business
  - ☐ Labor
  - ☐ Industry
  - ☐ Other (Specify

Size of Agency
( ☑ one only)

- ☐ 1-30 Employees
- ☐ 11-50 Employees
- ☐ 51-100 Employees
- ☐ 101-500 Employees
- ☐ Over 500 Employees

Years of Operation
( ☑ one only)

- ☐ Under 5 years
- ☐ 5-10 Years
- ☐ 11-20 Years
- ☐ 20-50 Years
- ☐ Over 50 Years

Primary Funding
Source of Agency
( ☑ one only)

- ☐ **Private**
- ☐ Public
- ☐ Religious
- ☐ Internal
- ☐ Other (Specify)

**Section II**
**RESOURCE INFORMATION**

**Resource Identification** _____
(title)

**Contact Person** _____ _____
(name) (title)

**Address** _____ _____ _____ _____
(number) (street) (city) (zip)

_____ ( )
(Illinois County) (telephone)

Description _____

---

**Funding Required to Maintain Resource ( √ one)**

- [ ] None Required
- [ ] Internal Agency Funding
- [ ] External Funding From (√ Primary Source)
  - [ ] Local grant/contract
  - [ ] State grant/contract
  - [ ] Federal grant/contract
  - [ ] Foundation
  - [ ] Business/Industry/Labor
  - [ ] Service Club
  - [ ] Individual Contribution
  - [ ] Other _____

Agency _____
(name of funding agency)

Unit _____
(subunit/division of agency)

Address _____ _____
(number) (street)

_____ _____ _____
(city) (state) (zip)

Description _____

---

**Number of Staff in Resource Unit**

- [ ] Professional
- [ ] Paraprofessional
- [ ] Non-professional

Description _____

---

**Years of Resource Operations (inclusive)**

- Number of years planning _____ ( )
  - ▲ Number of years development _____
  - ▲ Number of years maintainence _____
- ▲ Total number of years (operational) _____

Description _____

---

**Focus of Resource**

| Primary | Secondary | No | |
|---|---|---|---|
| [ ] | [ ] | [ ] | Instructional Services |
| [ ] | [ ] | [ ] | Pupil Characteristics |
| [ ] | [ ] | [ ] | Staff Development |
| [ ] | [ ] | [ ] | Administration |
| [ ] | [ ] | [ ] | Support Services |
| [ ] | [ ] | [ ] | Pupil Personnel |
| [ ] | [ ] | [ ] | Research/Evaluation |

Description _____

**Resource Information Dissemination**

- ☐ Has not disseminated information
- ☐ Has disseminated information

| ▪ Type | ▪ Location |
|---|---|
| ☐ Pamphlets/brochures | ☐ Local |
| ☐ Articles, books or other written materials | ☐ State-Wide |
| ☐ Films/filmstrips | ☐ Regional |
| ☐ Presentations | ☐ National |
| ☐ Booths/ displays | |
| ☐ Other _____ | |

Description _____

**Target Group (s)**

| Primary | Other | ▪ *Population* | Resources Available: Materials | Resources Available: Humans |
|---|---|---|---|---|
| ☐ | ☐ | Teachers | ☐ | ☐ |
| ☐ | ☐ | Administrators | ☐ | ☐ |
| ☐ | ☐ | Students | ☐ | ☐ |
| ☐ | ☐ | Parents | ☐ | ☐ |
| ☐ | ☐ | Adults in General | ☐ | ☐ |
| ☐ | ☐ | Other_____ | ☐ | ☐ |

Description _____

| | | ▪ *Levels* | | |
|---|---|---|---|---|
| ☐ | ☐ | Preschool | ☐ | ☐ |
| ☐ | ☐ | Primary | ☐ | ☐ |
| ☐ | ☐ | Intermediate | ☐ | ☐ |
| ☐ | ☐ | Middle School | ☐ | ☐ |
| ☐ | ☐ | High School | ☐ | ☐ |
| ☐ | ☐ | College | ☐ | ☐ |
| ☐ | ☐ | Adult Education | ☐ | ☐ |
| ☐ | ☐ | Other_____ | ☐ | ☐ |

Description _____

| | | ▪ *Special Groups* | | |
|---|---|---|---|---|
| ☐ | ☐ | Gifted | ☐ | ☐ |
| ☐ | ☐ | Low SES | ☐ | ☐ |
| ☐ | ☐ | Learning disabled | ☐ | ☐ |
| ☐ | ☐ | Mentally Retarded | ☐ | ☐ |
| ☐ | ☐ | Emotionally disturbed | ☐ | ☐ |
| ☐ | ☐ | Physically handicapped | ☐ | ☐ |
| ☐ | ☐ | Urban | ☐ | ☐ |
| ☐ | ☐ | Rural | ☐ | ☐ |
| ☐ | ☐ | Other _____ | ☐ | ☐ |

Description _____

**Type of Resources**

- ☐ Program (s) and/or project (s)--complete pages 4 and 5
- ☐ Human --complete pages 6 and 7
- ☐ Materials --complete page 8

Description _____

**Section III**
**PROGRAM (S) AND/OR PROJECT (S)**

- On-Site Visitation
  - ☐ can not accomodate
  - ☐ can accomodate
    - ▲ *Number*
      - ☐ 1-3
      - ☐ 4-6
      - ☐ 7-10
      - ☐ 11-20
      - ☐ 21-30
      - ☐ Over 30
    - ▲ *Length Typical Visitation*
      - ☐ 1 day or less
      - ☐ 2-3 days
      - ☐ 1 week
      - ☐ More than one week
    - ▲ *Frequency of Visitations*
      - ☐ Daily
      - ☐ 2-3 times a week
      - ☐ Weekly
      - ☐ Bi-weekly
      - ☐ Monthly
      - ☐ Less frequently than monthly
    - ▲ *Entry Charge*
      - ☐ No
      - ☐ Yes

Description _____

- Adoption/Adaption
  - ▲ *New Costs*

| None | Yes | | |
|---|---|---|---|
| ☐ | ☐ | Staff awareness | $_____(typical) |
| ☐ | ☐ | Materials | $_____(typical) |
| ☐ | ☐ | Staff development | $_____(typical) |
| ☐ | ☐ | Maintenance | $_____(typical) |

Description _____

  - ▲ *Staff Time*
  - ● *Planning*
    - ☐ Little or none
    - ☐ A few days
    - ☐ One to four weeks
    - ☐ One month or more

Description _____

  - ● *Training*
    - ☐ Little or none
    - ☐ Half day to day
    - ☐ Two to 5 days
    - ☐ One to four weeks
    - ☐ One month or more

Description _____

  - ● *Maintenance*
    - ★ Full-Time
      - ☐ None
      - ☐ One person
      - ☐ More than one person
    - ★ Part-Time
      - ☐ None
      - ☐ One person
      - ☐ More than one person

- Limitations

  - ☐ None
  - ☐ Background of participants
  - ☐ Community involvement
  - ☐ Specialized material
  - ☐ Specialized facilities
  - ☐ Number of participants
  - ☐ On-site Utilization only
  - ☐ Off-site Utilization only
  - ☐ Specialized staff
  - ☐ Additional staff
  - ☐ Financial
  - ☐ Transportation
  - ☐ Time
  - ☐ Other

Description _____

- Evaluation

| | None | Formal | Informal | Positive | Negative | Mixed | Unknown |
|---|---|---|---|---|---|---|---|
| ▲ *Internal* | | | | | | | |
| ♦ Participants | | | | | | | |
| ★ Opinion | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ★ Knowledge | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ♦ Staff | | | | | | | |
| ★ Opinion | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ★ Knowledge | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ♦ Other | | | | | | | |
| ★ Opinion | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ★ Knowledge | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ▲ *External* | | | | | | | |
| ♦ Participants | | | | | | | |
| ★ Opinion | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ★ Knowledge | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ♦ Staff | | | | | | | |
| ★ Opinion | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ★ Knowledge | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ♦ Other | | | | | | | |
| ★ Opinion | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ★ Knowledge | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |

Description _____

■ *Maintenance (continued)*

★ Type of Staff needed

| | | | |
|---|---|---|---|
| ☐ | Professional | ☐ | Paid staff |
| ☐ | Paraprofessional | ☐ | Volunteer staff |
| ☐ | Non-professional | | |

Description _____

▲ *Special Skills*

| | Necessary | Useful | Unnecessary |
|---|---|---|---|
| ● Administrative | ☐ | ☐ | ☐ |
| ● Instructional | ☐ | ☐ | ☐ |
| ● Interpersonal | ☐ | ☐ | ☐ |
| ● Other | ☐ | ☐ | ☐ |

Description _____

▲ *Limitations to implementation*

| | | | |
|---|---|---|---|
| ☐ | None | ☐ | Specialized staff |
| ☐ | Background of participants | ☐ | Additional staff |
| ☐ | Community involvement | ☐ | Financial |
| ☐ | Specialized material | ☐ | Transportation |
| ☐ | Specialized facilities | ☐ | Time |
| ☐ | Number of participants | | |
| ☐ | Other | | |

Description _____

■ Evaluation Data — Type — Results

| | Formal | Informal | None | Positive | Negative | Mixed | Unkown |
|---|---|---|---|---|---|---|---|
| ▲ *Internal* | | | | | | | |
| ♦ Staff | | | | | | | |
| ★ affective | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ★ cognitive | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ♦ Students | | | | | | | |
| ★ affective | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ★ cognitive | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ♦ Other | | | | | | | |
| ★ affective | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ★ cognitive | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ▲ *External* | | | | | | | |
| ♦ Staff | | | | | | | |
| ★ affective | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ★ cognitive | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ♦ Students | | | | | | | |
| ★ affective | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ★ cognitive | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ♦ Other | | | | | | | |
| ★ affective | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ★ cognitive | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |

Description _____

■ Special training available or needed
- ☐ No
- ☐ Yes; complete Section IV

■ Special materials needed
- ☐ No
- ☐ Yes; complete Section V

Section IV

## HUMAN RESOURCES

- **Availability of Resources**

| Not available | Type | Focus |
|---|---|---|
| ☐ | *Consultant* | |
| | On-site ☐ Off-site ☐ Yes ☐ No ☐ Workshop | Primary ☐ Secondary ☐ Occasional ☐ |
| | ☐ ☐ ☐ ☐ School | ☐ ☐ ☐ |
| | ☐ ☐ ☐ ☐ Program | ☐ ☐ ☐ |
| | ☐ ☐ ☐ ☐ Management | ☐ ☐ ☐ |
| | ☐ ☐ ☐ ☐ Measurement | ☐ ☐ ☐ |
| | ☐ ☐ ☐ ☐ Other ——— | ☐ ☐ ☐ |
| ☐ | *Instructional* | |
| | ☐ ☐ ☐ ☐ Educational | ☐ ☐ ☐ |
| | ☐ ☐ ☐ ☐ Vocational | ☐ ☐ ☐ |
| | ☐ ☐ ☐ ☐ Other ——— | ☐ ☐ ☐ |
| ☐ | *Media Specialist* | |
| | ☐ ☐ ☐ ☐ Audio-Visual | ☐ ☐ ☐ |
| | ☐ ☐ ☐ ☐ Library | ☐ ☐ ☐ |
| | ☐ ☐ ☐ ☐ Other ——— | ☐ ☐ ☐ |
| ☐ | *Evaluation* | ☐ ☐ ☐ |

Description _____

- Accessability
  - ☐ *Currently Available*
    How long?
    - ☐ Less than 6 months
    - ☐ Six months to a year
    - ☐ Year or more
  - ☐ *Expected in Future*

    _____
    Date available

Description _____

- Location of Resource

| Yes | No | | Yes | No |
|---|---|---|---|---|
| ☐ | ☐ | *On-site* | | |
| | | Cost | | |
| | | Fee | ☐ | ☐ |
| | | Materials | ☐ | ☐ |
| ☐ | ☐ | *Off-site* | | |
| | | Cost | | |
| | | Fee | ☐ | ☐ |
| | | Materials | ☐ | ☐ |
| | | Transporation | ☐ | ☐ |
| | | Geographical Limitations | | |
| | | Local | ☐ | ☐ |
| | | State | ☐ | ☐ |
| | | National | ☐ | ☐ |

Description _____

**Section V**
**MATERIALS**

- Abailabilitity of Materials

| Available | Expected | Not Available | Type | No. of Titles | Location: On-site | Location: Off-site | Conditions: For free | Conditions: For loan | Conditions: For purchase | Developer: No charge | Developer: Local | Developer: Elsewhere |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | ▲ Publications | | | | | | | | | |
| ☐ | ☐ | ☐ | Pamphlet (s) | _____ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ | Booklet (s) | _____ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ | Book (s) | _____ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ | Workbook (s) | _____ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ | Other _____ | _____ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ | Curriculum Guide (s) | _____ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ | Film (s)/Film Strips (s) | _____ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ | Other Audio-Visual | _____ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ | Test/Assessment | _____ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ | Criterion referenced | _____ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ | Norm referenced | _____ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |

Description _____

_____

_____

_____

- Other Types of Learning Aides

| Yes | No | | Visual | Verbal | Experiential |
|---|---|---|---|---|---|
| ☐ | ☐ | Demonstrations | ☐ | ☐ | ☐ |
| ☐ | ☐ | Equipment/Facilities | ☐ | ☐ | ☐ |
| ☐ | ☐ | Simulations | ☐ | ☐ | ☐ |
| ☐ | ☐ | Observation | ☐ | ☐ | ☐ |

- Specialized Training

| Required | Useful | Unnecessary | | On-site | Off-site | Either |
|---|---|---|---|---|---|---|
| ☐ | ☐ | ☐ | Pre-training | ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ | Training with materials | ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ | Follow-up Training | ☐ | ☐ | ☐ |

- Limitations

| | | | |
|---|---|---|---|
| ☐ | None | ☐ | Specialized staff |
| ☐ | Background of participants | ☐ | Additional staff |
| ☐ | Community involvement | ☐ | Financial |
| ☐ | Specialized material | ☐ | Transportation |
| ☐ | Specialized facilities | ☐ | Time |
| ☐ | Number of participants | ☐ | Other |
| ☐ | On-site Utilization only | | |
| ☐ | Off-site Utilization only | | |

- Evaluation

| Yes | No | | Positive | Negative | Mixed | Unknown |
|---|---|---|---|---|---|---|
| ☐ | ☐ | Expert Opinion | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | User Knowledge | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | User Opinion | ☐ | ☐ | ☐ | ☐ |

Description _____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Focus of Resource

**General Instructional**
- Art Education
- Foreign Language
- Health Education
- Home Economics
- Language Arts
- Mathematics
- Music Education
- Physical Education
- Reading
- Science
- Social Studies
- Vocational Education

**Services**
- Child Care
- Counseling
- Curriculum Evaluation
- Diagnostic
- Materials Evaluation
- Media & Materials
- Program Evaluation
- Rehabilitation
- Research
- Staff Development
- Student Evaluation
- Teacher Training
- Volunteers

**Dev.**
- Curriculum
- Teacher-Made Materials
- Tests

**Special Students**
- Autistic
- Behavorial Disorder
- Cerebral Palsy
- Deaf-Blind
- Dyslexic
- Educ. Mentally Handicapped
- Educationally Handicapped
- Gifted
- Hearing Impaired
- Homebound Hospitalized
- Learning Disabled
- Mainstreaming
- Multiply Handicapped
- Perceptually Handicapped
- Physically Handicapped
- Severe-Profound
- Speech/Language Impaired
- Spina Bifida
- Trainable Mentally Handicapped
- Visual Literacy
- Visually Impaired

**Special Topics**
- Adult Education
- Affective Education
- Aging
- Alternative Education (Title IV)
- Bilingual
- Career Education
- Communication Studies
- Community Education
- Consumer Education
- Daily Living Skills
- Death and Dying
- Desegregation
- Dramatics
- Driver Education
- Drop Outs
- Drug Education
- Early Childhood
- Elim. Of Sex Discrimination
- Energy Education
- Environmental Education
- Ethnic Education
- Individualized Instruction
- Law Education
- Metric Education
- Migrant Education
- Motor Skills
- Neglected/Delinquent
- Nutrition
- Perceptual Skills
- Recreation
- Religions
- Responsibility Education
- Right To Read
- Safety Education
- Sex Education
- Work Study
- Zero To Three

Other

# ILLINOIS DISSEMINATION NETWORK

Illinois Office of Education
100 North First Street
Springfield, Illinois 62777
(217) 782-2826

## RESOURCE UNIT INCLUSION SURVEY

☐ for IOE use only

Is resource willing to participate in IDN?

| very strong | strong | weak | weak | strong |
|---|---|---|---|---|
| 5 | 4 | 3 | 2 | 1 |
| YES | | | NO | |

Date of Survey ___/___/___ (mo. / day / yr.)

Interviewer
Name
Agency
Location

## SECTION I: RESOURCE INFORMATION

### 1. Identification

Title _____ (Name or title of resource)

Contact Person _____ (Name) _____ (Title)

Address _____ (Number) _____ (Street) _____ (City) _____ (Zip)

_____ (Illinois County) _____ (Telephone)

### 2. Type of Resource (☑ if yes)

■ *People*

- ☐ Elementary Teachers
- ☐ Secondary Teachers
- ☐ Special Education Teachers
- ☐ Vocational Teachers
- ☐ Adult Teachers
- ☐ College Teachers
- ☐ School Administrators
- ☐ Psychologists
- ☐ Social Workers
- ☐ Nurses
- ☐ Counselors
- ☐ Psychometricians
- ☐ Librarians
- ☐ Business/Labor/Industry Personnel
- ☐ Others

■ *Materials/Equipment*

- ☐ Curriculum Guides
- ☐ Tests
- ☐ Printed Matter (books, pamphlets, etc.)
- ☐ Films, Filmstrips
- ☐ Audio Tapes
- ☐ Microforms
- ☐ Catalogues
- ☐ Professional Training Materials
- ☐ Child-use Materials
- ☐ Microfiche Readers (only)
- ☐ Microfiche Readers/Printers
- ☐ Projectors, Recorders, etc.
- ☐ Media Production Equipment
- ☐ Printers
- ☐ Others

■ *Service*

- ☐ Library
- ☐ Medical
- ☐ Child Care
- ☐ Personal Custodial Care
- ☐ Residential
- ☐ Curriculum Development
- ☐ Evaluation/Research
- ☐ Psychometrics
- ☐ Information Retrieval
- ☐ Test Scoring
- ☐ Teacher Center
- ☐ Training Programs
- ☐ Conferences/Workshops
- ☐ Consultants
- ☐ Media Production
- ☐ Materials Loan
- ☐ Materials Rental
- ☐ Materials Purchase
- ☐ Demonstrations
- ☐ Others

**3. Resource Target Group (s)**

| Main focus | Can be used | No | | Resource Available: Materials | Resource Available: People |
|---|---|---|---|---|---|
| | | | ▪ *Population* | | |
| ☐ | ☐ | ☐ | Teachers | ☐ | ☐ |
| ☐ | ☐ | ☐ | Administrators | ☐ | ☐ |
| ☐ | ☐ | ☐ | Students | ☐ | ☐ |
| ☐ | ☐ | ☐ | Parents | ☐ | ☐ |
| ☐ | ☐ | ☐ | Adults in General | ☐ | ☐ |
| ☐ | ☐ | ☐ | Other | ☐ | ☐ |
| | | | ▪ *Levels* | | |
| ☐ | ☐ | ☐ | Preschool | ☐ | ☐ |
| ☐ | ☐ | ☐ | Primary | ☐ | ☐ |
| ☐ | ☐ | ☐ | Intermediate | ☐ | ☐ |
| ☐ | ☐ | ☐ | Middle School | ☐ | ☐ |
| ☐ | ☐ | ☐ | High School | ☐ | ☐ |
| ☐ | ☐ | ☐ | College | ☐ | ☐ |
| ☐ | ☐ | ☐ | Adult Education | ☐ | ☐ |
| ☐ | ☐ | ☐ | Other | ☐ | ☐ |
| | | | ▪ *Special Groups* | | |
| ☐ | ☐ | ☐ | Gifted | ☐ | ☐ |
| ☐ | ☐ | ☐ | Low SES | ☐ | ☐ |
| ☐ | ☐ | ☐ | Learning disabled | ☐ | ☐ |
| ☐ | ☐ | ☐ | Mentally Retarded | ☐ | ☐ |
| ☐ | ☐ | ☐ | Emotionally disturbed | ☐ | ☐ |
| ☐ | ☐ | ☐ | Physically handicapped | ☐ | ☐ |
| ☐ | ☐ | ☐ | Urban | ☐ | ☐ |
| ☐ | ☐ | ☐ | Rural | ☐ | ☐ |
| ☐ | ☐ | ☐ | Other | ☐ | ☐ |

Description _____

_____

_____

_____

**4. Staffing**

_____ Professional
number

_____ Paraprofessional
number

_____ Non-professional
number

**5. Resource Information Dissemination**

☐ Has no disseminated information
☐ Has disseminated information

| ▪ *Type* | ▪ *Location* |
|---|---|
| ☐ Pamphlets/brochures | ☐ Local |
| ☐ Articles/books | ☐ State-Wide |
| ☐ Newsletters/magazines | ☐ Regional |
| ☐ Films/filmstrips | ☐ National |
| ☐ Presentations | |
| ☐ Booths/displays | |
| ☐ Other | |

**6. Funding (☑ one)**

☐ None Required
☐ Internal Agency Funding
☐ External Funding From (☑ Primary Source)
- ☐ Local grant/contract
- ☐ State grant/contract
- ☐ Federal grant/contract
- ☐ Foundation
- ☐ Business/Industry/Labor
- ☐ Service Club
- ☐ Individual Contribution
- ☐ Other

Agency _____
(name of funding agency)

Unit _____
(subunit/division of agency)

Address _____ _____
(number) (street)

_____ _____ _____
(city) (state) (zip)

## SECTION II: PROGRAM (S) AND/OR PROJECT (S)

1. Is resource a program and/or project?
   - ☐ No-go to Section III
   - ☐ Yes-continue to question 2

2. **On-site Visitation**
   - ☐ can not accomodate
   - ☐ can accomodate
   - ▲ *Number*
     - ☐ 1-3
     - ☐ 4-6
     - ☐ 7-10
     - ☐ 11-20
     - ☐ 21-30
     - ☐ Over 30
   - ▲ *Length Typical Visitation*
     - ☐ 1 day or less
     - ☐ 2-3 days
     - ☐ 1 week
     - ☐ More than one week
   - ▲ *Frequency of Visitations*
     - ☐ Daily
     - ☐ 2-3 times a week
     - ☐ Weekly
     - ☐ Bi-weekly
     - ☐ Monthly
     - ☐ Less frequently than monthly
   - ▲ *Entry Charge*
     - ☐ No
     - ☐ Yes

3. **Adoption/Adaption**

| | Yes | No |
|---|---|---|
| ■ Transportable | ☐ | ☐ |
| ■ Local development needed | ☐ | ☐ |
| ■ Special training needed | ☐ | ☐ |
| ___Available | ☐ | ☐ |
| ■ Special materials needed | ☐ | ☐ |
| ___Available commercially | ☐ | ☐ |
| ___Available project | ☐ | ☐ |
| ___Products available | ☐ | ☐ |
| ___Non-products available | ☐ | ☐ |

4. **Evaluation Data**

| | Type | | | Results | | | |
|---|---|---|---|---|---|---|---|
| | Formal | Informal | None | Positive | Negative | Mixed | Unknown |
| ▲ *Internal* | | | | | | | |
| ♦ Staff | | | | | | | |
| ★ affective | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ★ cognitive | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ♦ Students | | | | | | | |
| ★ affective | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ★ cognitive | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ♦ Other | | | | | | | |
| ★ affective | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ★ cognitive | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ▲ *External* | | | | | | | |
| ♦ Staff | | | | | | | |
| ★ affective | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ★ cognitive | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ♦ Students | | | | | | | |
| ★ affective | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ★ cognitive | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ♦ Other | | | | | | | |
| ★ affective | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ★ cognitive | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |

Description _____

_____

_____

_____

_____

_____

## SECTION III: HUMAN RESOURCES

1. **Are human resources available through resource ?**
   - ☐ No-go to Section IV
   - ☐ Yes-continue to question 2

2. **Availability of Resource**

| Type: Not available | Type: Available | Type: Expected | | Focus: No | Focus: On-site | Focus: Off-site | | Focus: Specialty | Focus: Can do | Focus: Occasional |
|---|---|---|---|---|---|---|---|---|---|---|
| ☐ | ☐ | ☐ | *Consultant* | | | | | | | |
| | | | | ☐ | ☐ | ☐ | Staff Development | ☐ | ☐ | ☐ |
| | | | | ☐ | ☐ | ☐ | School Facility | ☐ | ☐ | ☐ |
| | | | | ☐ | ☐ | ☐ | School Program | ☐ | ☐ | ☐ |
| | | | | ☐ | ☐ | ☐ | Management | ☐ | ☐ | ☐ |
| | | | | ☐ | ☐ | ☐ | Measurement | ☐ | ☐ | ☐ |
| | | | | ☐ | ☐ | ☐ | Media | ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ | *Instructional Programs* | | | | | ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ | *Evaluation* | | | | | ☐ | ☐ | ☐ |

Description _____

3. **Accessibility**

   - ☐ Available within a week
   - ☐ Available in one to three weeks
   - ☐ Available in three weeks to three months
   - ☐ Available in three to six months
   - ☐ Available in six months to one year
   - ☐ Available in over one year
   - ☐ Not available, but expected in future

4. **Training**

_____ number person below bachelor's degree

_____ number persons with bachelor's degree

_____ number persons with master's degree

_____ number persons with doctorate degree

5. Location/cost of Resource

| Location | | | Cost per day (☑ one per location) (☑ if cost) | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | None | Up to $50 | $50-$100 | $101-$150 | $151-$200 | Over $200 | Other Type Fee | Materials | Transportation | Meal & lodging |
| No | Yes | | | | | | | | | | | |
| ☐ | ☐ | On-site | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | | |
| ☐ | ☐ | Off-site, within 25 miles | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | Off-site, 26-100 miles | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | Off-site, 101-200 miles | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | Off-site, State-wide | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | Off-site, Multi-state | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | Off-site, National | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |

6. Evaluation

| Type | | | | Results | | | | |
|---|---|---|---|---|---|---|---|---|
| | | | | None | Formal | Informal | Positive | Negative | Mixed | Unknown |
| ▲ *Internal* | | | | | | | | | | |
| | ♦ Participants | | | | | | | | | |
| | | * Opinion | | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| | | * Knowledge | | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| | ♦ Staff | | | | | | | | | |
| | | * Opinion | | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| | | * Knowledge | | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| | ♦ Other | | | | | | | | | |
| | | * Opinion | | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| | | * Knowledge | | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ▲ *External* | | | | | | | | | | |
| | ♦ Participants | | | | | | | | | |
| | | * Opinion | | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| | | * Knowledge | | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| | ♦ Staff | | | | | | | | | |
| | | * Opinion | | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| | | * Knowledge | | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| | ♦ Other | | | | | | | | | |
| | | * Opinion | | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| | | * Knowledge | | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |

Background/Skills Description _____

_____

_____

_____

_____

_____

_____

## SECTION IV: MATERIALS

1. **Are materials available through (or needed by) resource?**
   - ☐ No-go to Section V
   - ☐ Yes go to question 2

2. **Availability of Materials**

| *Type* | | | | *Location* | | *Conditions* | | | *Developer* | | *User* | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Available | Expected | Not available | | On-site | Off-site | Free | Loan | Purchase | Local | Other | Student | Professional |
| ☐ | ☐ | ☐ | Publications | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ | Bibliographies | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ | Curriculum Guides | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ | Learning Activity Packages | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ | Programmed Materials | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ | Reference Materials | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ | Audio tapes and/or Records | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ | Duplicating Masters | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ | Films and Film Strips | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ | Instructional Kits | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ | Manipulative Materials | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ | Microforms | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ | Microfiche Readers Only | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ | Microfiche Readers and Printers | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ | Self-pacing Materials | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ | Slide Presentations | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ | Study Prints | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ | Video Tapes and Equipment | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ | Projection Equipment | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ | Audio Equipment | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ | High Interest-Low Vocabulary Materials | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ | Transparencies | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ | Teacher Made/or adapted Material | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |

3. **Evaluation**

| Yes | No | | Positive | Negative | Mixed | Unknown |
|---|---|---|---|---|---|---|
| ☐ | ☐ | Expert Opinion | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | User Knowledge | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | User Opinion | ☐ | ☐ | ☐ | ☐ |

Description _____

_____

_____

_____

_____

_____

_____

_____

## SECTION V: HOUSING AGENCY

### 1. Identification

Name_____

Address_____ _____ _____ _____
Number Street City Zip

_____ _____
Illinois County Telephone

Contact Person_____
Name and Title

### 2. Type of Agency (☑ one only)

- ■ Educational
- ☐ Local (LEA)
- ☐ State (SEA)
- ☐ Regional
- ☐ Federal
- ☐ Corporation
- ☐ Higher Education
- ☐ Other (Specify)

- ■ Service
- ☐ Recreational
- ☐ Welfare
- ☐ Counseling
- ☐ Library/
- ☐ Museum
- ☐ Health
- ☐ Other (Specify)

- ■ Other
- ☐ Professional
- ☐ Special Interest
- ☐ Business
- ☐ Labor
- ☐ Industry
- ☐ Other (Specify)

### 3. Size of Agency (☑ one only)

- ☐ 1-30 Employees
- ☐ 11-50 Employees
- ☐ 51-100 Employees
- ☐ 101-500 Employees
- ☐ Over 500 Employees

### 4. Years of Operation (☑ one only)

- ☐ Under 5 years
- ☐ 5-10 years
- ☐ 11-20 years
- ☐ 20-50 years
- ☐ Over 50 years

### 5. Primary Funding Source of Agency (☑ one only)

- ☐ Private
- ☐ Public
- ☐ Religious
- ☐ Internal
- ☐ Other (Specify)

### 6. Mark as close as possible location of resource. (on map)

*RIS: DRAFT 4*

Focus of Resource

**General Instructional**
- Art Education
- Foreign Language
- Health Education
- Home Economics
- Language Arts
- Mathematics
- Music Education
- Physical Education
- Reading
- Science
- Social Studies
- Vocational Education

**Services**
- Child Care
- Counseling
- Curriculum Evaluation
- Diagnostic
- Materials Evaluation
- Media & Materials
- Program Evaluation
- Rehabilitation
- Research
- Staff Development
- Student Evaluation
- Teacher Training
- Volunteers

**Dev.**
- Curriculum
- Teacher-Made Materials
- Tests

**Special Students**
- Autistic
- Behavorial Disorder
- Cerebral Palsy
- Deaf-Blind
- Dyslexic
- Educ. Mentally Handicapped
- Educationally Handicapped
- Gifted
- Hearing Impaired
- Homebound Hospitalized
- Learning Disabled
- Mainstreaming
- Multiply Handicapped
- Perceptually Handicapped
- Physically Handicapped
- Severe-Profound
- Speech/Language Impaired
- Spina Bifida
- Trainable Mentally Handicapped
- Visual Literacy
- Visually Impaired

**Special Topics**
- Adult Education
- Affective Education
- Aging
- Alternative Education (Title IV)
- Bilingual
- Career Education
- Communication Studies
- Community Education
- Consumer Education
- Daily Living Skills
- Death and Dying
- Desegregation
- Dramatics
- Driver Education
- Drop Outs
- Drug Education
- Early Childhood
- Elim. Of Sex Discrimination
- Energy Education
- Environmental Education
- Ethnic Education
- Individualized Instruction
- Law Education
- Metric Education
- Migrant Education
- Motor Skills
- Neglected/Delinquent
- Nutrition
- Perceptual Skills
- Recreation
- Religions
- Responsibility Education
- Right To Read
- Safety Education
- Sex Education
- Work Study
- Zero To Three

**Other**

# ILLINOIS DISSEMINATION NETWORK

Illinois Office of Education
100 North First Street
Springfield, Illinois 62777
(217) 782-2826

## RESOURCE UNIT INCLUSION SURVEY

☐ for IOE use only

Date of Survey ___/___/___ (mo. day yr.)

Is resource willing to participate in IDN?

| very strong | strong | weak | weak | strong |
|---|---|---|---|---|
| 5 | 4 | 3 | 2 | 1 |
| YES | | | NO | |

Interviewer ____ Name
____ Agency
____ Location

## SECTION I: RESOURCE INFORMATION

### 1. Identification

Title ____ (Name or title of resource)

Contact Person ____ (Name) ____ (Title)

Address ____ (Number) ____ (Street) ____ (City) ____ (Zip)

____ (Illinois County) ____ (Telephone)

School District ____ (Name)

### 2. Type of Resource (☑ if yes)

■ *People*

- ☐ Elementary Teachers
- ☐ Secondary Teachers
- ☐ Special Education Teachers
- ☐ Vocational Teachers
- ☐ Adult Teachers
- ☐ College Teachers
- ☐ School Administrators
- ☐ Psychologists
- ☐ Social Workers
- ☐ Nurses
- ☐ Counselors
- ☐ Psychometricians
- ☐ Librarians
- ☐ Business/Labor/Industry Personnel
- ☐ Others ____

■ *Materials/Equipment*

- ☐ Curriculum Guides
- ☐ Tests
- ☐ Printed Matter (books, pamphlets, etc.)
- ☐ Films, Filmstrips
- ☐ Audio Tapes
- ☐ Microforms
- ☐ Catalogues
- ☐ Professional Training Materials
- ☐ Child-use Materials
- ☐ Microfiche Readers (only)
- ☐ Microfiche Readers/Printers
- ☐ Projectors, Recorders, etc.
- ☐ Media Production Equipment
- ☐ Printers
- ☐ Others ____

■ *Service*

- ☐ Library
- ☐ Medical
- ☐ Child Care
- ☐ Personal Custodial Care
- ☐ Residential
- ☐ Curriculum Development
- ☐ Evaluation/Research
- ☐ Psychometrics
- ☐ Information Retrieval
- ☐ Test Scoring
- ☐ Teacher Center
- ☐ Training Programs
- ☐ Conferences/Workshops
- ☐ Consultants
- ☐ Media Production
- ☐ Materials Loan
- ☐ Materials Rental
- ☐ Materials Purchase
- ☐ Demonstrations
- ☐ Others ____

**3. Resource Target Group (s)**

| No | Can be used | Main focus | | Resource Available: Materials | Resource Available: People |
|---|---|---|---|---|---|
| | | | ▪ *Population* | | |
| ☐ | ☐ | ☐ | Teachers | ☐ | ☐ |
| ☐ | ☐ | ☐ | Administrators | ☐ | ☐ |
| ☐ | ☐ | ☐ | Students | ☐ | ☐ |
| ☐ | ☐ | ☐ | Parents | ☐ | ☐ |
| ☐ | ☐ | ☐ | Adults in General | ☐ | ☐ |
| ☐ | ☐ | ☐ | Other _____ | ☐ | ☐ |
| | | | ▪ *Levels* | | |
| ☐ | ☐ | ☐ | Preschool | ☐ | ☐ |
| ☐ | ☐ | ☐ | Primary | ☐ | ☐ |
| ☐ | ☐ | ☐ | Intermediate | ☐ | ☐ |
| ☐ | ☐ | ☐ | Middle School | ☐ | ☐ |
| ☐ | ☐ | ☐ | High School | ☐ | ☐ |
| ☐ | ☐ | ☐ | College | ☐ | ☐ |
| ☐ | ☐ | ☐ | Adult Education | ☐ | ☐ |
| ☐ | ☐ | ☐ | Other _____ | ☐ | ☐ |
| | | | ▪ *Special Groups* | | |
| ☐ | ☐ | ☐ | Gifted | ☐ | ☐ |
| ☐ | ☐ | ☐ | Low SES | ☐ | ☐ |
| ☐ | ☐ | ☐ | Learning disabled | ☐ | ☐ |
| ☐ | ☐ | ☐ | Mentally Retarded | ☐ | ☐ |
| ☐ | ☐ | ☐ | Emotionally disturbed | ☐ | ☐ |
| ☐ | ☐ | ☐ | Physically handicapped | ☐ | ☐ |
| ☐ | ☐ | ☐ | Urban | ☐ | ☐ |
| ☐ | ☐ | ☐ | Rural | ☐ | ☐ |
| ☐ | ☐ | ☐ | Other _____ | ☐ | ☐ |

Description _____

_____

_____

_____

_____

**4. Staffing**

_____ Professional
number

_____ Paraprofessional
number

_____ Non-professional
number

**5. Resource Information Dissemination**

☐ Has no disseminated information
☐ Has disseminated information

| ▪ *Type* | ▪ *Location* |
|---|---|
| ☐ Pamphlets/brochures | ☐ Local |
| ☐ Articles/books | ☐ State-Wide |
| ☐ Newsletters/magazines | ☐ Regional |
| ☐ Films/filmstrips | ☐ National |
| ☐ Presentations | |
| ☐ Booths/displays | |
| ☐ Other _____ | |

**6. Funding (☑ one)**

☐ None Required
☐ Internal Agency Funding
☐ External Funding From (☑ Primary Source)
- ☐ Local grant/contract
- ☐ State grant/contract
- ☐ Federal grant/contract
- ☐ Foundation
- ☐ Business/Industry/Labor
- ☐ Service Club
- ☐ Individual Contribution
- ☐ Other _____

Agency _____
(name of funding agency)

Unit _____
(subunit/division of agency)

Address _____ _____
(number) (street)

_____ _____ _____
(city) (state) (zip)

_____

_____

_____

_____

_____

## SECTION II: PROGRAM (S) AND/OR PROJECT (S)

1. Is resource a program and/or project?
   - ☐ No-go to Section III
   - ☐ Yes-continue to question 2

2. **On-site Visitation**
   - ☐ can not accomodate
   - ☐ can accomodate
   - ▲ *Number*
     - ☐ 1-3
     - ☐ 4-6
     - ☐ 7-10
     - ☐ 11-20
     - ☐ 21-30
     - ☐ Over 30
   - ▲ *Length Typical Visitation*
     - ☐ 1 day or less
     - ☐ 2-3 days
     - ☐ 1 week
     - ☐ More than one week
   - ▲ *Frequency of Visitations*
     - ☐ Daily
     - ☐ 2-3 times a week
     - ☐ Weekly
     - ☐ Bi-weekly
     - ☐ Monthly
     - ☐ Less frequently than monthly
   - ▲ *Entry Charge*
     - ☐ No
     - ☐ Yes

3. **Adoption/Adaption**
   - ▪ Transportable ☐ ☐
   - ▪ Local development needed ☐ ☐
   - ▪ Special training needed ☐ ☐
     - ___Available ☐ ☐
   - ▪ Special materials needed ☐ ☐
     - ___Available commercially ☐ ☐
     - ___Available project ☐ ☐
     - ___Products available ☐ ☐
     - ___Non-products available ☐ ☐

4. **Evaluation Data**

| | None | Informal | Formal | Unknown | Negative | Mixed | Positive |
|---|---|---|---|---|---|---|---|
| ▲ *Internal Evaluation of* | | | | | | | |
| ♦ Staff | | | | | | | |
| ★ affective | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ★ cognitive | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ♦ Students | | | | | | | |
| ★ affective | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ★ cognitive | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ♦ Other | | | | | | | |
| ★ affective | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ★ cognitive | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ▲ *External Evaluation of* | | | | | | | |
| ♦ Staff | | | | | | | |
| ★ affective | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ★ cognitive | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ♦ Students | | | | | | | |
| ★ affective | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ★ cognitive | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ♦ Other | | | | | | | |
| ★ affective | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ★ cognitive | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |

Description _____

## SECTION III: HUMAN RESOURCES

1. **Are human resources available through resource ?**
   - ☐ No-go to Section IV
   - ☐ Yes-continue to question 2

2. **Availability of Resource**

| Type: Not available | Type: Available | Type: Expected | | Focus: Specialty | Focus: Can do | Focus: Occasional |
|---|---|---|---|---|---|---|
| ☐ | ☐ | ☐ | *Instructional Programs* | ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ | *Evaluation* | ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ | *Consultant* | | | |

| No | On-site | Off-site | | | | |
|---|---|---|---|---|---|---|
| ☐ | ☐ | ☐ | Staff Development | ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ | School Facility | ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ | School Program | ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ | Management | ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ | Measurement | ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ | Media | ☐ | ☐ | ☐ |

Background/Skills Description _____

3. **Accessibility**

   - ☐ Available within a week
   - ☐ Available in one to three weeks
   - ☐ Available in three weeks to three months
   - ☐ Available in three to six months
   - ☐ Available in six months to one year
   - ☐ Available in over one year
   - ☐ Not available, but expected in future

4. **Training**

_____ number person below bachelor's degree

_____ number persons with bachelor's degree

_____ number persons with master's degree

_____ number persons with doctorate degree

**5. Location/cost of Resource**

| Location | | | Cost per day (☑ one per location) | | | | | | | (☑ if cost) | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| No | Yes | | None | Up to $50 | $50-$100 | $101-$150 | $151-$200 | Over $200 | Other Type Fee | Materials | Transportation | Meal & lodging |
| ☐ | ☐ | On-site | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | | |
| ☐ | ☐ | Off-site, within 25 miles | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | Off-site, 26-100 miles | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | Off-site, 101-200 miles | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | Off-site, State-wide | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | Off-site, Multi-state | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | Off-site, National | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |

**6. Evaluation**

| | Type | | | Results | | | |
|---|---|---|---|---|---|---|---|
| | None | Formal | Informal | Positive | Negative | Mixed | Unknown |
| ▲ *Internal Evaluation of* | | | | | | | |
| ♦ Participants | | | | | | | |
| ★ Opinion | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ★ Knowledge | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ♦ Staff | | | | | | | |
| ★ Opinion | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ★ Knowledge | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ♦ Other | | | | | | | |
| ★ Opinion | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ★ Knowledge | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ▲ *External Evaluation of* | | | | | | | |
| ♦ Participants | | | | | | | |
| ★ Opinion | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ★ Knowledge | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ♦ Staff | | | | | | | |
| ★ Opinion | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ★ Knowledge | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ♦ Other | | | | | | | |
| ★ Opinion | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ★ Knowledge | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |

Description _____

## SECTION IV: MATERIALS

**1. Are materials available through (or needed by) resource?**

- ☐ No-go to Section V
- ☐ Yes-go to question 2

**2. Availability of Materials**

| | *Type* | | | *Location* | | *Conditions* | | | *Developer* | | *User* | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Not available | Expected | Available | | On-site | Off-site | Free | Loan | Purchase | Internal | External | Student | Professional |
| ☐ | ☐ | ☐ | Audio Equipment | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ | Audio tapes and/or Records | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ | Bibliographies | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ | Computer print-outs | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ | Curriculum Guides | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ | Duplicating Masters | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ | Films and Film Strips | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ | High Interest-Low Vocabulary Materials | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ | Instructional Kits | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ | Learning Activity Packages | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ | Manipulative Materials | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ | Microfiche Readers and Printers | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ | Microfiche Readers Only | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ | Microforms | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ | Programmed Materials | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ | Projection Equipment | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ | Publications | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ | Reference Materials | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ | Self-pacing Materials | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ | Study Prints | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ | Teacher Made/or adapted Material | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ | Transparencies | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ | Video Tapes and Equipment | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ | Other | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |

**3. Evaluation of Material Collection**

| Yes | No | | Unknown | Negative | Mixed | Positive |
|---|---|---|---|---|---|---|
| ☐ | ☐ | Expert Opinion | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | User Knowledge | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | User Opinion | ☐ | ☐ | ☐ | ☐ |

Description _____

_____

_____

_____

_____

_____

_____

_____

_____

## SECTION V: HOUSING AGENCY

**1. Identification**

Name _____

Address _____ _____ _____ _____
Number Street City Zip

_____ _____
Illinois County Telephone

Contact Person _____
Name and Title

**1a. Local School District**

Name _____
(District)

Address _____ _____
(number) (Street)

_____ _____
(City) (Zip)

**2. Type of Agency** (☑ one only)

- ■ Educational
- ☐ Local (LEA)
- ☐ State (SEA)
- ☐ Regional
- ☐ Federal
- ☐ Corporation
- ☐ Higher Education
- ☐ Other (Specify)

- ■ Service
- ☐ Recreational
- ☐ Welfare
- ☐ Counseling
- ☐ Library
- ☐ Museum
- ☐ Health
- ☐ Other (Specify)

- ■ Other
- ☐ Professional
- ☐ Special Interest
- ☐ Business
- ☐ Labor
- ☐ Industry
- ☐ Other (Specify)

**3. Size of Agency** (☑ one only)

- ☐ 1-30 Employees
- ☐ 31-50 Employees
- ☐ 51-100 Employees
- ☐ 101-500 Employees
- ☐ Over 500 Employees

**4. Years of Operation** (☑ one only)

- ☐ Under 5 years
- ☐ 5-10 years
- ☐ 11-20 years
- ☐ 20-50 years
- ☐ Over 50 years

**5. Primary Funding Source of Agency** (☑ one only)

- ☐ Private
- ☐ Public
- ☐ Religious
- ☐ Internal
- ☐ Other (Specify)

**6. Mark as close as possible location of resource. (on map)**

Date of Survey ___/___/___ (mo. day yr.) Interviewer ___ (Name) ___ (Agency)

for IOE use only

Program/project ☐
Human resource ☐
Materials resourse ☐

## SECTION I: RESOURCE INFORMATION

___ (Location)

### 1. Identification

Title ___ (Name or title of resource)

Contact Person ___ (Name) ___ (Title)

Address ___ (Number) ___ (Street) ___ (City)

___ (County) ___ (State) ___ (Zip) ___ (Telephone)

Public School District ___ (Name) ___ (Address)

| | | |
|---|---|---|
| strong | 1 | NO |
| weak | 2 | |
| weak | 3 | YES |
| strong | 4 | |
| very strong | 5 | |

Interest in participation

### 2. Description of Resource (☑ if yes)

| specialists | descriptor | |
|---|---|---|
| | | **01. Curriculum Areas** |
| ☐ | ☐ | 01-01-Art Education |
| ☐ | ☐ | 01-02-Business Education |
| ☐ | ☐ | 01-03-Consumer Education |
| ☐ | ☐ | 01-04-Dramatics |
| ☐ | ☐ | 01-05-Driver Education |
| ☐ | ☐ | 01-06-Drug Education |
| ☐ | ☐ | 01-07-Environmental Education |
| ☐ | ☐ | 01-08-Ethnic Studies |
| ☐ | ☐ | 01-09-Foreign Language Arts |
| ☐ | ☐ | 01-10-Health Education |
| ☐ | ☐ | 01-11-Home Economics |
| ☐ | ☐ | 01-12-Language Arts |
| ☐ | ☐ | 01-13-Mathematics |
| ☐ | ☐ | 01-14-Metric Education |
| ☐ | ☐ | 01-15-Music Education |
| ☐ | ☐ | 01-16-Nutrition |
| ☐ | ☐ | 01-17-Physical Education |
| ☐ | ☐ | 01-18-Reading |
| ☐ | ☐ | 01-19-Religions |
| ☐ | ☐ | 01-20-Safety Education |
| ☐ | ☐ | 01-21-Science |
| ☐ | ☐ | 01-22-Sex Education |
| ☐ | ☐ | 01-23-Social Studies |
| ☐ | ☐ | 01-24-Vocational Education |
| ☐ | ☐ | 01-25-Others |
| | | **02. Concept or Skill Areas** |
| ☐ | ☐ | 02-01-Affective Education |
| ☐ | ☐ | 02-02-Aging |
| ☐ | ☐ | 02-03-Career Education |
| ☐ | ☐ | 02-04-Child Development |
| ☐ | ☐ | 02-05-Communication Skills |
| ☐ | ☐ | 02-06-Daily Living Skills |
| ☐ | ☐ | 02-07-Death and Dying |
| ☐ | ☐ | 02-08-Educational Technology |
| ☐ | ☐ | 02-09-Emotional Development |
| ☐ | ☐ | 02-10-Motor Skills |
| ☐ | ☐ | 02-11-Perceptual Skills |
| ☐ | ☐ | 02-12-Recreation |
| ☐ | ☐ | 02-13-Responsibility |
| ☐ | ☐ | 02-14-Self Concept |
| ☐ | ☐ | 02-15-Social Development |
| ☐ | ☐ | 02-16-Values Education |
| ☐ | ☐ | 02-17-Visual Literacy |
| ☐ | ☐ | 02-18-Others |
| | | **03. Special Programs** |
| ☐ | ☐ | 03-01-Alternative Education (Title IV) |
| ☐ | ☐ | 03-02-Child Abuse and Neglect |
| ☐ | ☐ | 03-03-Community Education |
| ☐ | ☐ | 03-04-Compensatory Education |
| ☐ | ☐ | 03-05-Desegregation |
| ☐ | ☐ | 03-06-Discipline |
| ☐ | ☐ | 03-07-Elimation of Sex Disc. (Title IV) |
| ☐ | ☐ | 03-08-Individualized Instruction |
| ☐ | ☐ | 03-09-Inservice Teacher Training |
| ☐ | ☐ | 03-10-Least Restrictive Alternative |
| ☐ | ☐ | 03-11-Mainstreaming |

| specialists | descriptor | |
|---|---|---|
| | | **03. Special Programs (cont.)** |
| ☐ | ☐ | 03-12-Motivation |
| ☐ | ☐ | 03-13-Normalization |
| ☐ | ☐ | 03-14-Parenthood Education |
| ☐ | ☐ | 03-15-Pre-Service Teacher Training |
| ☐ | ☐ | 03-16-Right-To-Read |
| ☐ | ☐ | 03-17-Rights (Student/Parent) |
| ☐ | ☐ | 03-18-School Foods |
| ☐ | ☐ | 03-19-Staff Development |
| ☐ | ☐ | 03-20-Truant Alternative Education |
| ☐ | ☐ | 03-21-Others |
| | | **04. Administrative Areas** |
| ☐ | ☐ | 04-01-Advisory Boards |
| ☐ | ☐ | 04-02-Auditing |
| ☐ | ☐ | 04-03-Assessment |
| ☐ | ☐ | 04-04-Enrollment |
| ☐ | ☐ | 04-05-Facilities |
| ☐ | ☐ | 04-06-Financial |
| ☐ | ☐ | 04-07-Grants/Funding |
| ☐ | ☐ | 04-08-Legal |
| ☐ | ☐ | 04-09-Organizational |
| ☐ | ☐ | 04-10-Operational |
| ☐ | ☐ | 04-11-Personnel |
| ☐ | ☐ | 04-12-Steering Committee |
| ☐ | ☐ | 04-13-Supervision |
| ☐ | ☐ | 04-14-Transportation |
| ☐ | ☐ | 04-15-Others |
| | | **05. Services** |
| ☐ | ☐ | 05-01-Child Care (Day Care) |
| ☐ | ☐ | 05-02-Child Welfare |
| ☐ | ☐ | 05-03-Conferences |
| ☐ | ☐ | 05-04-Consultations |
| ☐ | ☐ | 05-05-Counseling/Guidance |
| ☐ | ☐ | 05-06-Demonstrations |
| ☐ | ☐ | 05-07-Diagnostics |
| ☐ | ☐ | 05-08-Evaluation |
| ☐ | ☐ | 05-09-Information Dissemination |
| ☐ | ☐ | 05-10-Information Retrieval |
| ☐ | ☐ | 05-11-Instruction |
| ☐ | ☐ | 05-12-Learning Center/Library |
| ☐ | ☐ | 05-13-Media/Materials |
| ☐ | ☐ | 05-14-Media Production |
| ☐ | ☐ | 05-15-Medical |
| ☐ | ☐ | 05-16-Organizational Development |
| ☐ | ☐ | 05-17-Personal Custodial Care |
| ☐ | ☐ | 05-18-Psychiatric |
| ☐ | ☐ | 05-19-Psychological |
| ☐ | ☐ | 05-20-Rehabilitation |
| ☐ | ☐ | 05-21-Remediation |
| ☐ | ☐ | 05-22-Research |
| ☐ | ☐ | 05-23-Residential |
| ☐ | ☐ | 05-24-School Health |
| ☐ | ☐ | 05-25-Staff Development |
| ☐ | ☐ | 05-26-Statistics |
| ☐ | ☐ | 05-27-Teacher Center |
| ☐ | ☐ | 05-28-Workshops |
| | | **06. Developmental Areas** |
| ☐ | ☐ | Curriculum Development |

| specialists | descriptor | |
|---|---|---|
| | | **06. Developmental Areas (cont.)** |
| ☐ | ☐ | 06-02-Individualized Educational Plans |
| ☐ | ☐ | 06-03-Inservice Training Packages |
| ☐ | ☐ | 06-04-Teacher-Made Materials |
| ☐ | ☐ | 06-05-Tests/Evaluation Development |
| ☐ | ☐ | 06-06-Others |
| | | **07. Evaluation** |
| ☐ | ☐ | 07-01-Curriculum Evaluation |
| ☐ | ☐ | 07-02-Materials Evaluation |
| ☐ | ☐ | 07-03-Program Evaluation |
| ☐ | ☐ | 07-04-Student Evaluation |
| ☐ | ☐ | 07-05-Teacher Evaluation |
| ☐ | ☐ | 07-06-Others |
| | | **08. Human Resources** |
| ☐ | ☐ | 08-01-Administrators |
| ☐ | ☐ | 08-02-Adult Teachers |
| ☐ | ☐ | 08-03-College Teachers |
| ☐ | ☐ | 08-04-Early Childhood Teachers |
| ☐ | ☐ | 08-05-Elementary Teachers |
| ☐ | ☐ | 08-06-Secondary Teachers |
| ☐ | ☐ | 08-07-Special Education Teachers |
| ☐ | ☐ | 08-08-Teacher Aides |
| ☐ | ☐ | 08-09-Vocational Teachers |
| ☐ | ☐ | 08-10-Counselors |
| ☐ | ☐ | 08-11-Diagnosticians |
| ☐ | ☐ | 08-12-Nurses |
| ☐ | ☐ | 08-13-Psychiatrists |
| ☐ | ☐ | 08-14-Psychologists |
| ☐ | ☐ | 08-15-Social Workers |
| ☐ | ☐ | 08-16-Therapists |
| ☐ | ☐ | 08-17-Ancillary School Personnel |
| ☐ | ☐ | 08-18-Artists (General) |
| ☐ | ☐ | 08-19-Business/Labor/Industry Personnel |
| ☐ | ☐ | 08-20-Learning Center Personnel/Librarians |
| ☐ | ☐ | 08-21-Volunteers |
| ☐ | ☐ | 08-22-Other Consultants |
| | | **09. Learners With Special Needs** |
| ☐ | ☐ | 09-01-Adult Learners |
| ☐ | ☐ | 09-02-Behavior Disordered |
| ☐ | ☐ | 09-03-Bilingual |
| ☐ | ☐ | 09-04-Community Members |
| ☐ | ☐ | 09-05-Drop-Outs |
| ☐ | ☐ | 09-06-Early Childhood |
| ☐ | ☐ | 09-07-Educable Mentally Handicapped |
| ☐ | ☐ | 09-08-Educationally Handicapped |
| ☐ | ☐ | 09-09-Gifted |
| ☐ | ☐ | 09-10-Hearing Impaired |
| ☐ | ☐ | 09-11-Homebound Hospitalized |
| ☐ | ☐ | 09-12-Learning Disabled |
| ☐ | ☐ | 09-13-Migrant Learners |
| ☐ | ☐ | 09-14-Multiply Handicapped |
| ☐ | ☐ | 09-15-Neglected/Delinquent |
| ☐ | ☐ | 09-16-Parents |
| ☐ | ☐ | 09-17-Physically Handicapped |
| ☐ | ☐ | 09-18-Severely/Profoundly Handicapped |
| ☐ | ☐ | 09-19-Speech Defective |
| ☐ | ☐ | 09-20-Trainable Mentally Handicapped |
| ☐ | ☐ | 09-21-Visually Impaired |
| ☐ | ☐ | 09-22-Others |

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## 3. Resource Target Group (s)

| No | Can be used | Main Focus | | Resource Available: Materials | Resource Available: People |
|---|---|---|---|---|---|
| | | | ■ *Population* | | |
| ☐ | ☐ | ☐ | Administrators | ☐ | ☐ |
| ☐ | ☐ | ☐ | Community Members | ☐ | ☐ |
| ☐ | ☐ | ☐ | Health Personnel | ☐ | ☐ |
| ☐ | ☐ | ☐ | Parents | ☐ | ☐ |
| ☐ | ☐ | ☐ | Social Service Personnel | ☐ | ☐ |
| ☐ | ☐ | ☐ | Students | ☐ | ☐ |
| ☐ | ☐ | ☐ | Teachers | ☐ | ☐ |
| ☐ | ☐ | ☐ | Other | ☐ | ☐ |
| | | | ■ *Levels* | | |
| ☐ | ☐ | ☐ | Infant (age 0-3) | ☐ | ☐ |
| ☐ | ☐ | ☐ | Preschool (age 3-5) | ☐ | ☐ |
| ☐ | ☐ | ☐ | Kindergarten (age 5-6) | ☐ | ☐ |
| ☐ | ☐ | ☐ | Elementary (grades 1-5) | ☐ | ☐ |
| ☐ | ☐ | ☐ | Junior High (grades 6-8) | ☐ | ☐ |
| ☐ | ☐ | ☐ | High School (grades 9-12) | ☐ | ☐ |
| ☐ | ☐ | ☐ | College (2 year) | ☐ | ☐ |
| ☐ | ☐ | ☐ | College/University (4+ years) | ☐ | ☐ |
| ☐ | ☐ | ☐ | Adult (age 18+; non-coll./univ.) | ☐ | ☐ |
| ☐ | ☐ | ☐ | Other | ☐ | ☐ |
| | | | ■ *Special Groups* | | |
| ☐ | ☐ | ☐ | Gifted | ☐ | ☐ |
| ☐ | ☐ | ☐ | Handicapped | ☐ | ☐ |
| ☐ | ☐ | ☐ | Urban | ☐ | ☐ |
| ☐ | ☐ | ☐ | Rural | ☐ | ☐ |
| ☐ | ☐ | ☐ | Other | ☐ | ☐ |
| | | | ■ *Geographic Boundaries* | | |
| ☐ | ☐ | ☐ | One School | | |
| ☐ | ☐ | ☐ | District, internal | | |
| ☐ | ☐ | ☐ | Community | | |
| ☐ | ☐ | ☐ | Multi-District/Regional | | |
| ☐ | ☐ | ☐ | State-wide | | |
| ☐ | ☐ | ☐ | National | | |
| ☐ | ☐ | ☐ | International | | |
| ☐ | ☐ | ☐ | Other | | |
| | | | ■ *Eligibility* | | |
| ☐ | ☐ | ☐ | Open to public | | |
| ☐ | ☐ | ☐ | Members only | | |
| ☐ | ☐ | ☐ | Employees only | | |
| ☐ | ☐ | ☐ | Residents only | | |
| ☐ | ☐ | ☐ | Other | | |

## 4. Staffing

| | Paid | Volunteers |
|---|---|---|
| ■ Professional | _____ (no.) | _____ (no.) |
| ■ Paraprofessional | _____ (no.) | _____ (no.) |
| ■ Non-professional | _____ (no.) | _____ (no.) |

## 5. Resource Information Dissemination

☐ Does not disseminate information

☐ Disseminates information

| ■ *Type* | ■ *Distribution* |
|---|---|
| ☐ Pamphlets/brochures | ☐ Local |
| ☐ Articles/books | ☐ Regional |
| ☐ Newsletters/magazines | ☐ State-Wide |
| ☐ Films/filmstrips | ☐ Multi-State |
| ☐ Presentations | ☐ National |
| ☐ Booths/displays | ☐ International |
| ☐ Other | |

## 6. Funding (☑ one)

☐ None Required

☐ Internal Agency Funding

☐ External Funding From (☑ Primary Source)

- ☐ Local grant/contract
- ☐ State grant/contract
- ☐ Federal grant/contract
- ☐ Foundation
- ☐ Business/Industry/Labor
- ☐ Service Club
- ☐ Individual Contribution
- ☐ Other

Agency _____
(name of funding agency)

Unit _____
(subunit/division of agency)

Address _____ _____
(number) (street)

_____ _____ _____
(city) (state) (zip)

Description _____

## SECTION II: PROGRAM (S) AND/OR PROJECT (S)

1. Is resource a program and/or project?
   - ☐ No-go to Section III
   - ☐ Yes-continue to question 2

2. **On-site Visitation**
   - ☐ can not accomodate
   - ☐ can accomodate

   - ▲ *Number*
     - ☐ 1-5
     - ☐ 6-10
     - ☐ 10-15
     - ☐ 15-20
     - ☐ 21-25
     - ☐ Over 25

   - ▲ *Length Typical Visitation*
     - ☐ 1 day or less
     - ☐ 2-3 days
     - ☐ 1 week
     - ☐ More than one week

   - ▲ *Entry Charge*
     - ☐ No
     - ☐ Yes

3. **Adoption/Adaption**

| | No | Yes |
|---|---|---|
| ■ Transportable | ☐ | ☐ |
| ■ Local development needed | ☐ | ☐ |
| ■ Special training needed | ☐ | ☐ |
| ▲ Available | ☐ | ☐ |
| ■ Special materials needed | ☐ | ☐ |
| ▲ Available commercially | ☐ | ☐ |
| ▲ Available project | ☐ | ☐ |
| ▲ Products available | ☐ | ☐ |
| ▲ Non-products available | ☐ | ☐ |

4. **Evaluation Data**

| | None | Informal | Formal | Unknown | Negative | Mixed | Positive |
|---|---|---|---|---|---|---|---|
| ▲ *Internal Evaluation of* | | | | | | | |
| ♦ Staff | | | | | | | |
| ★ attitudes | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ★ knowledge | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ♦ Students | | | | | | | |
| ★ attitudes | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ★ knowledge | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ♦ Other | | | | | | | |
| ★ attitudes | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ★ knowledge | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ▲ *External Evaluation of* | | | | | | | |
| ♦ Staff | | | | | | | |
| ★ attitudes | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ★ knowledge | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ♦ Students | | | | | | | |
| ★ attitudes | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ★ knowledge | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ♦ Other | | | | | | | |
| ★ attitudes | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ★ knowledge | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |

Description _____

1. **Are human resources available through resource ?**
   - ☐ No-go to Section IV
   - ☐ Yes-continue to question 2

## SECTION III: HUMAN RESOURCES

**2. Availability of Resource**

Background/Skills Description _____

| Type: Not available | Type: Available | Type: Expected | | Focus: Specialty | Focus: Can do | Focus: Occasional |
|---|---|---|---|---|---|---|
| ☐ | ☐ | ☐ | *Instructional Programs* | ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ | *Evaluation* | ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ | *Consultant* | | | |

| No | On-site | Off-site | | | | |
|---|---|---|---|---|---|---|
| ☐ | ☐ | ☐ | Staff Development | ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ | School Facility | ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ | School Program | ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ | Management | ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ | Measurement | ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ | Media | ☐ | ☐ | ☐ |

_____ Consultants available
(number)

**3. Accessibility**

- ☐ Available within a week
- ☐ Available in one to three weeks
- ☐ Available in three weeks to three months
- ☐ Available in three to six months
- ☐ Available in six months to one year
- ☐ Available in over one year
- ☐ **Not** available, but expected in future

**4. Training**

_____ person below bachelor's degree
Number

_____ persons with bachelor's degree
Number

_____ persons with master's degree
Number

_____ persons with doctorate degree
Number



51

**5. Conditions**

| Location | | | Cost per day (☑ one per location) | | | | | | | (☑ if cost) | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| No | Yes | | None | Up to $50 | $50-$100 | $101-$150 | $151-$200 | Over $200 | Other Type Fee | Materials | Transportation | Meal & lodging |
| ☐ | ☐ | On-site | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | | |
| ☐ | ☐ | Off-site, within 25 miles | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | Off-site, 26-100 miles | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | Off-site, 101-200 miles | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | Off-site, State-wide | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | Off-site, Multi-state | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | Off-site, National | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |

**6. Type of Service**

- ☐ Receive and answer letters/materials
- ☐ Visitation at resource site
- ☐ Visitation at client-site
- ☐ Workshops/conferences/presentations
- ☐ Other

Description _____

**7. Can individuals be contacted for permission to include their names in a human resource file?**

- ☐ No
- ☐ Yes

**8. Evaluation of Individuals**

| No | Yes | | Unknown | Negative | Mixed | Positive |
|---|---|---|---|---|---|---|
| ☐ | ☐ | Expert Review | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | Participant knowledge | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | Participant opinion | ☐ | ☐ | ☐ | ☐ |

**Are materials available through (or needed by) resource?**
- ☐ No-go to Section V
- ☐ Yes-go to question 2

## SECTION IV: MATERIALS

**2. Availability of Materials**

| | *Type* | | | *Location* | | *Conditions* | | | *Developer* | | *User* | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Not available | Expected | Available | | On-site | Off-site | Free | Loan | Purchase | Internal | External | Student | Other |
| ☐ | ☐ | ☐ | Audio Equipment | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ | Audio tapes and/or Records | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ | Bibliographies | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ | Computer print-outs | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ | Curriculum Guides | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ | Duplicating Masters | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ | Films and Film Strips | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ | High Interest-Low Vocabulary Materials | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ | Instructional Kits | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ | Learning Activity Packages | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ | Manipulative Materials | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ | Microfiche Readers and Printers | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ | Microfiche Readers Only | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ | Microforms | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ | Programmed Materials | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ | Projection Equipment | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ | Publications | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ | Reference Materials | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ | Self-pacing Materials | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ | Study Prints | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ | Teacher Made/or adapted Material | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ | Transparencies | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ | Video Tapes and Equipment | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ | ETV-ITV | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ | Other | | | | | | | | | |

**3. Evaluation of Material Collection**

| Yes | No | | Unknown | Negative | Mixed | Positive |
|---|---|---|---|---|---|---|
| ☐ | ☐ | Expert Opinion | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | User Knowledge Effected | ☐ | ☐ | ☐ | ☐ |
| ☐ | ☐ | User Opinion | ☐ | ☐ | ☐ | ☐ |

Description _____

## SECTION V: HOUSING AGENCY

**1. Identification**

Name _____ (Agency)

Address _____ (number) _____ (Street)

_____ (City) _____ (County)

_____ (State) _____ (Zip) (  ) _____ (Telephone)

Contact Person _____ (Name) _____ (Title) (  ) _____ (Telephone)

**1a. Local School District**

Name _____ (District)

Address _____ (number) _____ (Street)

_____ (City) _____ (Zip)

**2. Type of Agency** (☑ one only)

- Educational
  - ☐ Preschool Facility
  - ☐ Elementry District
  - ☐ Secondary District
  - ☐ K-12 District
  - ☐ Multi-District/Regional
  - ☐ State
  - ☐ Multi-State
  - ☐ Federal
  - ☐ Corporate
  - ☐ Higher Education
  - ☐ Associations
  - ☐ Other
- Service
  - ☐ Recreational
  - ☐ Children's Home
  - ☐ Health
  - ☐ Social
  - ☐ Complete Care
  - ☐ Welfare
  - ☐ Library
  - ☐ Museum
  - ☐ Other
- Other
  - ☐ Professional
  - ☐ Special Interest
  - ☐ Business
  - ☐ Labor
  - ☐ Industry
  - ☐ Other (Specify)

**3. Size of Agency** (☑ one only)

- ☐ 1-30 Employees
- ☐ 31-50 Employees
- ☐ 51-100 Employees
- ☐ 101-500 Employees
- ☐ Over 500 Employees

**4. Years of Operation** (☑ one only)

- ☐ Under 5 years
- ☐ 5-10 years
- ☐ 11-20 years
- ☐ 20-50 years
- ☐ Over 50 years

**5. Primary Funding Source of Agency** (☑ one only)

- ☐ Private
- ☐ Public
- ☐ Religious
- ☐ Fees, tuition, etc.
- ☐ Other (Specify)

**6. Mark as close as possible location of resource. (on map)**

*RIS: FINAL DRAFT*

for IOE use only [redacted]

**ILLINOIS RESOURCE AND DISSEMINATION NETWORK**
**Illinois Office of Education**
**100 North First Street**
**Springfield, Illinois 62777**
**(217) 782-4321**

**RESOURCE IDENTIFICATION SURVEY**

| | | |
|---|---|---|
| strong | 1 | N |
| weak | 2 | O |
| weak | 3 | Y |
| strong | 4 | E |
| very strong | 5 | S |

Is resource interested in participating in IRDN?

Date of Survey ____/____/____
mo. day yr.

Interviewer _____
Name

_____ _____
Agency Location

_____

**SECTION I: RESOURCE INFORMATION**

**1. Identification**

Title _____
Name or title of resource

Contact Person _____ _____
Name Title

Address _____ _____
Number Street

_____ _____
City County

_____ _____ ( ) —
State Zip Telephone

Within which public school district is the resource located?

_____
Name of district

_____
Address of district

_____

Program/project
Human resources
Materials resources

## 2. Description of Resource (☑ if yes)

Consultant | Secondary Descriptor | Main Focus

### 01. Curriculum Areas
- ☐ ☐ ☐ 01-01-Art Education
- ☐ ☐ ☐ 01-02-Business Education
- ☐ ☐ ☐ 01-03-Consumer Education
- ☐ ☐ ☐ 01-04-Dramatics
- ☐ ☐ ☐ 01-05-Driver Education
- ☐ ☐ ☐ 01-06-Drug Education
- ☐ ☐ ☐ 01-07-Environmental Education
- ☐ ☐ ☐ 01-08-Ethnic Studies
- ☐ ☐ ☐ 01-09-Foreign Language Arts
- ☐ ☐ ☐ 01-10-Health Education
- ☐ ☐ ☐ 01-11-Home Economics
- ☐ ☐ ☐ 01-12-Language Arts
- ☐ ☐ ☐ 01-13-Mathematics
- ☐ ☐ ☐ 01-14-Metric Education
- ☐ ☐ ☐ 01-15-Music Education
- ☐ ☐ ☐ 01-16-Nutrition
- ☐ ☐ ☐ 01-17-Physical Education
- ☐ ☐ ☐ 01-18-Reading
- ☐ ☐ ☐ 01-19-Religions
- ☐ ☐ ☐ 01-20-Safety Education
- ☐ ☐ ☐ 01-21-Science
- ☐ ☐ ☐ 01-22-Sex Education
- ☐ ☐ ☐ 01-23-Social Studies
- ☐ ☐ ☐ 01-24-Vocational Education
- ☐ ☐ ☐ 01-25-Others *

### 02. Concept or Skill Areas
- ☐ ☐ ☐ 02-01-Affective Education
- ☐ ☐ ☐ 02-02-Aging
- ☐ ☐ ☐ 02-03-Career Education
- ☐ ☐ ☐ 02-04-Child Development
- ☐ ☐ ☐ 02-05-Communication Skills
- ☐ ☐ ☐ 02-06- Daily Living Skills
- ☐ ☐ ☐ 02-07-Death and Dying
- ☐ ☐ ☐ 02-08-Educational Technology
- ☐ ☐ ☐ 02-09-Emotional Development
- ☐ ☐ ☐ 02-10-Motor Skills
- ☐ ☐ ☐ 02-11-Perceptual Skills
- ☐ ☐ ☐ 02-12-Recreation
- ☐ ☐ ☐ 02-13-Responsibility Education
- ☐ ☐ ☐ 02-14-Self Concept
- ☐ ☐ ☐ 02-15-Social Development
- ☐ ☐ ☐ 02-16-Values Education
- ☐ ☐ ☐ 02-17-Visual Literacy
- ☐ ☐ ☐ 02-18-Others *

### 03. Special Programs
- ☐ ☐ ☐ 03-01-Alternative Education
- ☐ ☐ ☐ 03-02-Child Abuse and Neglect
- ☐ ☐ ☐ 03-03-Community Education
- ☐ ☐ ☐ 03-04-Compensatory Education
- ☐ ☐ ☐ 03-05-Desegregation
- ☐ ☐ ☐ 03-06-Discipline
- ☐ ☐ ☐ 03-07-Elim. of Sex Discrim. (Title IX)
- ☐ ☐ ☐ 03-08-Individualized Instruction
- ☐ ☐ ☐ 03-09-Inservice Teacher Training
- ☐ ☐ ☐ 03-10-Least Restrictive Alternative
- ☐ ☐ ☐ 03-11-Mainstreaming

Consultant | Secondary Descriptor | Main Focus

### 03. Special Programs (cont.)
- ☐ ☐ ☐ 03-12-Motivation
- ☐ ☐ ☐ 03-13-Normalization
- ☐ ☐ ☐ 03-14-Parenthood Education
- ☐ ☐ ☐ 03-15-Pre-Service Teacher Training
- ☐ ☐ ☐ 03-16-Right-To-Read
- ☐ ☐ ☐ 03-17-Rights (Student/Parent)
- ☐ ☐ ☐ 03-18-School Foods
- ☐ ☐ ☐ 03-19-Staff Development
- ☐ ☐ ☐ 03-20-Truant Alternative Education
- ☐ ☐ ☐ 03-21-Others *

### 04. Administrative Areas
- ☐ ☐ ☐ 04-01-Advisory Boards
- ☐ ☐ ☐ 04-02-Auditing
- ☐ ☐ ☐ 04-03-Assessment
- ☐ ☐ ☐ 04-04-Enrollment
- ☐ ☐ ☐ 04-05-Facilities
- ☐ ☐ ☐ 04-06-Financial
- ☐ ☐ ☐ 04-07-Grants/Funding
- ☐ ☐ ☐ 04-08-Legal
- ☐ ☐ ☐ 04-09-Organizational
- ☐ ☐ ☐ 04-10-Operational
- ☐ ☐ ☐ 04-11-Personnel
- ☐ ☐ ☐ 04-12-Steering Committee
- ☐ ☐ ☐ 04-13-Supervision
- ☐ ☐ ☐ 04-14-Transportation
- ☐ ☐ ☐ 04-15-Others *

### 05. Services
- ☐ ☐ ☐ 05-01-Child Care (Day Care)
- ☐ ☐ ☐ 05-02-Child Welfare
- ☐ ☐ ☐ 05-03-Conferences
- ☐ ☐ ☐ 05-04-Consultations
- ☐ ☐ ☐ 05-05-Counseling/Guidance
- ☐ ☐ ☐ 05-06-Demonstrations
- ☐ ☐ ☐ 05-07-Diagnostics
- ☐ ☐ ☐ 05-08-Evaluation
- ☐ ☐ ☐ 05-09-Information Dissemination
- ☐ ☐ ☐ 05-10-Information Retrieval
- ☐ ☐ ☐ 05-11-Instruction
- ☐ ☐ ☐ 05-12-Learning Center/Library
- ☐ ☐ ☐ 05-13-Media/Materials
- ☐ ☐ ☐ 05-14-Media Production
- ☐ ☐ ☐ 05-15-Medical
- ☐ ☐ ☐ 05-16-Organizational Development
- ☐ ☐ ☐ 05-17-Personal Custodial Care
- ☐ ☐ ☐ 05-18-Psychiatric
- ☐ ☐ ☐ 05-19-Psychological
- ☐ ☐ ☐ 05-20-Rehabilitation
- ☐ ☐ ☐ 05-21-Remediation
- ☐ ☐ ☐ 05-22-Research
- ☐ ☐ ☐ 05-23-Residential
- ☐ ☐ ☐ 05-24-School Health
- ☐ ☐ ☐ 05-25-Staff Development
- ☐ ☐ ☐ 05-26-Statistics
- ☐ ☐ ☐ 05-27-Teacher Center
- ☐ ☐ ☐ 05-28-Workshops
- ☐ ☐ ☐ 05-29-Others *

### 06. Developmental Areas
- ☐ ☐ ☐ 06-01-Curriculum Development

Consultant | Secondary Descriptor | Main Focus

### 06. Developmental Areas (cont.)
- ☐ ☐ ☐ 06-02-Individualized Educational Plans
- ☐ ☐ ☐ 06-03-Inservice Training Packages
- ☐ ☐ ☐ 06-04-Teacher-Made Materials
- ☐ ☐ ☐ 06-05-Tests/Evaluation Development
- ☐ ☐ ☐ 06-06-Others *

### 07. Evaluation
- ☐ ☐ ☐ 07-01-Curriculum Evaluation
- ☐ ☐ ☐ 07-02-Materials Evaluation
- ☐ ☐ ☐ 07-03-Program Evaluation
- ☐ ☐ ☐ 07-04-Student Evaluation
- ☐ ☐ ☐ 07-05-Teacher Evaluation
- ☐ ☐ ☐ 07-06-Others *

### 08. Human Resources
- ☐ ☐ ☐ 08-01-Administrators
- ☐ ☐ ☐ 08-02-Adult Teachers
- ☐ ☐ ☐ 08-03-College Teachers
- ☐ ☐ ☐ 08-04-Early Childhood Teachers
- ☐ ☐ ☐ 08-05-Elementary Teachers
- ☐ ☐ ☐ 08-06-Secondary Teachers
- ☐ ☐ ☐ 08-07-Special Education Teachers
- ☐ ☐ ☐ 08-08-Teacher Aides
- ☐ ☐ ☐ 08-09-Vocational Teachers
- ☐ ☐ ☐ 08-10-Counselors
- ☐ ☐ ☐ 08-11-Diagnosticians
- ☐ ☐ ☐ 08-12-Nurses
- ☐ ☐ ☐ 08-13-Psychiatrists
- ☐ ☐ ☐ 08-14-Psychologists
- ☐ ☐ ☐ 08-15-Social Workers
- ☐ ☐ ☐ 08-16- Therapists
- ☐ ☐ ☐ 08-17-Ancillary School Personnel
- ☐ ☐ ☐ 08-18-Artists (General)
- ☐ ☐ ☐ 08-19-Business/Labor/Industry Personnel
- ☐ ☐ ☐ 08-20-Learning Center Personnel/Librarians
- ☐ ☐ ☐ 08-21-Volunteers
- ☐ ☐ ☐ 08-22-Other Consultants *

### 09. Learners With Special Needs
- ☐ ☐ ☐ 09-01-Adult Learners
- ☐ ☐ ☐ 09-02-Behavior Disordered
- ☐ ☐ ☐ 09-03-Bilingual
- ☐ ☐ ☐ 09-04-Community Members
- ☐ ☐ ☐ 09-05-Drop-Outs
- ☐ ☐ ☐ 09-06-Early Childhood
- ☐ ☐ ☐ 09-07-Educable Mentally Handicapped
- ☐ ☐ ☐ 09-08-Educationally Handicapped
- ☐ ☐ ☐ 09-09-Gifted
- ☐ ☐ ☐ 09-10-Hearing Impaired
- ☐ ☐ ☐ 09-11- Homebound/Hospitalized
- ☐ ☐ ☐ 09-12-Learning Disabled
- ☐ ☐ ☐ 09-13-Migrant Learners
- ☐ ☐ ☐ 09-14-Multiply Handicapped
- ☐ ☐ ☐ 09-15-Neglected/Delinquent
- ☐ ☐ ☐ 09-16-Parents
- ☐ ☐ ☐ 09-17-Physically Handicapped
- ☐ ☐ ☐ 09-18-Severely/Profoundly Handicapped
- ☐ ☐ ☐ 09-19-Speech Defective
- ☐ ☐ ☐ 09-20-Trainable Mentally Handicapped
- ☐ ☐ ☐ 09-21-Visually Impaired
- ☐ ☐ ☐ 09-22-Others *

*Others, Description _____

## 3. Resource Target Group(s)

Secondary Focus / Main Focus

- *Population*

☐ ☐ Administrators
☐ ☐ Community Members
☐ ☐ Parents
☐ ☐ Students
☐ ☐ Teachers
☐ ☐ Other*_____

_____

- *Levels*

☐ ☐ Infant (age 0-3)
☐ ☐ Preschool (age 3-5)
☐ ☐ Kindergarten (ages 5-6)
☐ ☐ Elementary (grades 1-5)
☐ ☐ Junior High (grades 6-8)
☐ ☐ High School (grades 9-12)
☐ ☐ College (2 year)
☐ ☐ College/University (4+ years)
☐ ☐ Adult (age 18+; non-coll./univ.)
☐ ☐ Other *_____

_____

- *Eligibility*

☐ ☐ Open to public
☐ ☐ Members only
☐ ☐ Employees only
☐ ☐ Residents only
☐ ☐ Other * _____

_____

- *Geographic Boundaries*

☐ ☐ One School
☐ ☐ District, internal
☐ ☐ Community
☐ ☐ Multi-District/Regional
☐ ☐ State-wide
☐ ☐ National
☐ ☐ International
☐ ☐ Other * _____

_____

- *Special Groups*

List_____

_____

_____

_____

## 4. Staffing

| | Paid | Volunteers |
|---|---|---|
| ▪ Professional | _____ (no.) | _____ (no.) |
| ▪ Paraprofessional | _____ (no.) | _____ (no.) |
| ▪ Non-professional | _____ (no.) | _____ (no.) |

## 5. Resource Information Dissemination

☐ Does not disseminate information
☐ Disseminates information

| ▪ *Type* | ▪ *Distribution* |
|---|---|
| ☐ Pamphlets/brochures | ☐ Local |
| ☐ Articles/books | ☐ Regional |
| ☐ Newsletters/magazines | ☐ State-Wide |
| ☐ Films/filmstrips | ☐ Multi-State |
| ☐ Presentations | ☐ National |
| ☐ Booths/displays | ☐ International |
| ☐ Other _____ | |

_____

## 6. Funding (☑ one)

☐ None Required
☐ Internal Agency Funding
☐ External Funding From (☑ Primary Source)
- ☐ Local grant/contract
- ☐ State grant/contract
- ☐ Federal grant/contract
- ☐ Foundation
- ☐ Business/Industry/Labor
- ☐ Service Club
- ☐ Individual Contribution
- ☐ Other_____

Agency _____
(name of funding agency)

Unit _____
(subunit/division of agency)

Address _____ _____
(number) (street)

_____
(city)

_____ _____
(state) (zip)

*Other, Explain_____

1. Is resource a program and/or project?
☐ No-go to Section III
☐ Yes-continue to question 2

## SECTION II: PROGRAM(S) AND/OR PROJECT(S)

2. On-site Visitation
☐ Can not accomodate
☐ Can accomodate

▲ *Number*
☐ 1-5
☐ 6-10
☐ 11-15
☐ 16-20
☐ 21-25
☐ Over 25

▲ *Length of Typical Visitation*
☐ 1 day or less
☐ 2-3 days
☐ 1 week
☐ More than one week

▲ *Entry Fee*
☐ No
☐ Yes

3. Adoption/Adaption (☑ if yes)

| | |
|---|---|
| ■ Transportable | ☐ |
| ■ Local development needed | ☐ |
| ■ Special training needed | ☐ |
| ▲ Available | ☐ |
| ■ Special material needed | ☐ |
| ▲ Available commercially | ☐ |
| ▲ Available from project | ☐ |

4. Evaluation of: (☑ if yes)

| | Internal | External |
|---|---|---|
| ■ Staff | ☐ | ☐ |
| ■ Students | ☐ | ☐ |
| ■ Program Content | ☐ | ☐ |

Description _____

Special Notes _____

1. Are human resources available through resource?
   - ☐ No-go to Section IV
   - ☐ Yes-continue to question 2

## SECTION III: HUMAN RESOURCES

**2. Conditions**

| Location (☑ if yes) | Cost per day (☑ if yes) | | | | | | | (☑ if cost) | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | None | Up to $50 | $51-$100 | $101-$150 | $151-$200 | Over $200 | Other Type Fee | Materials | Transportation | Meal & lodging |
| ☐ On-site | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ Off-site, within 25 miles | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ Off-site, 26-100 miles | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ Off-site, 101-200 miles | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ Off-site, State-wide | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ Off-site, Multi-state | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ Off-site, National | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |

**3. Accessibility (☑ one)**

- ☐ Available within a week's notice
- ☐ Available in one to three weeks
- ☐ Available in three weeks to three months
- ☐ Available in three to six months
- ☐ Available in six months to one year
- ☐ Available in over one year
- ☐ Not available, but expected in future

**4. Type of Service (☑ if yes)**

- ☐ Receive and answer letters
- ☐ Send out materials
- ☐ Visitation at resource site
- ☐ Visitation at client site
- ☐ Workshops/conferences/presentations
- ☐ Other _____

**5. Can individuals be contacted for permission to include their names in the Human Resource File?**

- ☐ No
- ☐ Yes

**6. Evaluation of Individuals by: (☑ if yes)**

- ☐ Internal expert
- ☐ External expert
- ☐ Participants

Description_____

1. Are materials available through resource?
   - ☐ No-go to Section V
   - ☐ Yes-go to question 2

## SECTION IV: MATERIALS

2. Availability of Materials

| *Type* (☑ *if yes*) | *Location* | | *Conditions* | | | *User* | |
|---|---|---|---|---|---|---|---|
| | On-site usage | Off-site usage | Free | Loan | Purchase | Student | Other |
| ☐ Audio Equipment | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ Audio tapes and/or Records | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ Bibliographies | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ Computer print-outs | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ Curriculum Guides | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ Duplicating Masters | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ Films and Film Strips | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ High Interest-Low Vocabulary Materials | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ Instructional Kits | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ Learning Activity Packages | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ Manipulative Materials | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ Microfiche Readers and Printers | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ Microfiche Readers Only | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ Microforms | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ Programmed Materials | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ Projection Equipment | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ Publications | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ Reference Materials | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ Self-pacing Materials | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ Study Prints | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ Teacher Made/or adapted Material | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ Transparencies | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ Video Tapes and Equipment | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ ETV-ITV | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ Other_____ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |

_____

Description_____

3. Evaluation of Materials Collection (☑ if yes)
   - ☐ Internal Expert
   - ☐ External Expert
   - ☐ Users

1a. Local School District

District Name _____

Address _____ (Number) _____ (Street)

_____ (City) _____ (State) _____ (Zip)

## SECTION V: HOUSING AGENCY

### 1. Identification

Name _____ (Agency)

Address _____ (Number) _____ (Street)

_____ (City) _____ (County)

_____ (State) _____ (Zip) ( ) _____ (Telephone)

Contact Person _____ (Name) _____ (Title) ( ) _____ (Telephone)

### 2. Type of Agency (☑ one only)

- Educational
  - ☐ Preschool Facility
  - ☐ Elementary District
  - ☐ Secondary District
  - ☐ K-12 District
  - ☐ Multi-District/Regional
  - ☐ State
  - ☐ Multi-State
  - ☐ Federal
  - ☐ Corporate
  - ☐ Higher Education
  - ☐ Association
  - ☐ Other _____
- Service
  - ☐ Recreational
  - ☐ Health
  - ☐ Social
  - ☐ Complete Care
  - ☐ Library
  - ☐ Museum
  - ☐ Other _____
- Other
  - ☐ Professional
  - ☐ Special Interest
  - ☐ Business
  - ☐ Labor
  - ☐ Industry
  - ☐ Other _____

### 3. Size of Agency (☑ one only)

- ☐ 1-30 Employees
- ☐ 31-50 Employees
- ☐ 51-100 Employees
- ☐ 101-500 Employees
- ☐ Over 500 Employees

### 4. Year of Operation (☑ one only)

- ☐ Under 5 years
- ☐ 5-10 years
- ☐ 11-20 years
- ☐ 21-50 years
- ☐ Over 50 years

### 5. Primary Funding Source of Agency (☑ one only)

- ☐ Private
- ☐ Public
- ☐ Religious
- ☐ Fees, tuition, etc.
- ☐ Other (specify) _____

### 6. Mark as close as possible location of resource (on map)

Jo Daviess
Stephenson
Winnebago
Boone
McHenry
Lake
Carroll
Ogle
DeKalb
Kane
Cook
DuPage
Whiteside
Lee
Kendall
Will
Henry
Bureau
LaSalle
Grundy
Rock Island
Mercer
Stark
Putnam
Kankakee
Knox
Marshall
Livingston
Warren
Henderson
Peoria
Woodford
Iroquois
Fulton
McLean
Hancock
McDonough
Ford
Vermilion
Tazewell
Champaign
Mason
Logan
Schuyler
Dewitt
Adams
Cass
Menard
Macon
Brown
Morgan
Sangamon
Piatt
Douglas
Edgar
Pike
Scott
Christian
Moultrie
Coles
Greene
Macoupin
Shelby
Clark
Montgomery
Cumberl'd
Calhoun
Jersey
Fayette
Effghm
Jasper
Crawf'd
Madison
Bond
Clay
Richl'd
Lawrence
Marion
Clinton
St. Clair
Wayne
Wabash
Edwards
Washington
Jefferson
Monroe
Hamil-
ton
White
Randolph
Perry
Franklin
Jackson
Saline
Gallatin
Williamson
Union
Johnson
Pope
Hardin
Alex
Massac
Pulaski

# PART III:

# PRODUCT DESCRIPTION

As previously noted, the outcome of this contract has been three completed products:

- A survey card for potential resource units
- The Resource Identification Survey (RIS)
- The RIS Administrative Manual

Description of these products follows.

## Survey Card

The purpose of the survey card is to provide a mechanism to obtain "first round" cursory information on large numbers of potential resource units. These cards would be mass mailed to individuals and/or agencies, left with individuals during visitation by IOE staff, and/or handed out at conferences, meetings and the like. (Note: a similar card could be used to update information.) The basic survey card could contain four parts (see Attachment B).

- **Part 1, Directions:** The directions to the survey explain the reason for the card and define what is meant by a resource through a short series of questions. These directions take up about one-fourth of the card.
- **Part 2, Survey:** If the individual is him/herself a resource or part of a resource unit, they are to complete the survey. This part of the card contains a listing of the nine resource descriptor titles from the RIS. The individual is requested to mark whether or not the resource unit contains programs, consultants and/or materials in each area listed.
- **Part 3, Identification:** On the left portion of the second side of the survey, the respondent is asked to identify him/herself, and the name and address of the agency.
- **Part 4, Return:** On this last fourth of the card is the IOE return address. The survey, thus, can be mailed back to IOE at any time.

## Resource Identification Survey (RIS)

During the development period, the RIS underwent seven revisions; on the average, one revision every other week. The general design of the Survey is such that it is appropriate for use with any resource unit. Within a single questionnaire, this format is somewhat more complex than originally envisioned. However, as compared to using multiple forms, it should result in greater efficiency and clarity for the field interviewers, IOE Resource and Dissemination Network staff, and IRDN users.

The RIS is an eight page survey divided into five sections. The sections are as follows.

- **Section I, Resource Information.** This is the major section of the survey. The interviewee is asked to provide identification information; describe the resource, including primary and secondary emphasis and whether or not consultants are available; identify target groups; indicate the number of staff; whether or not information has been disseminated, and, if so, what types and where; and the type of primary funding for the resource.
- **Section II: Program(s) and/or Project(s)** If the resource is a program or project, the interviewee is asked to provide information pertaining to on-site visitations, the adaptability of the program or project, and whether or not evaluation data are available.
- **Section III: Human Resources** If the resource has available individual consultants, the interviewee is asked to provide information pertaining to conditions under which people are available, including on-site or off-site and costs; accessibility of people; types of service; whether or not individuals can be personally contacted; and availability of evaluation data.

■**Section IV: Materials** If the resource has available materials, the interviewee is asked to provide information pertaining to the types of materials, their location, costs and intended users. Moreover, the interviewee is asked whether or not the materials collection has been evaluated.

■**Section V: Housing Agency** Information requested in this section includes identification of Agency, resident school district, type of agency housing resource, and agency demographics.

MANUAL

The RIS Administrative Manual underwent five revisions; three internal and two external. Originally, two manuals were conceived, with one focusing on training and the other on data coding/reduction. As the RIS developed into a single survey form it was felt that a single, more extensive manual would be most appropriate. Thus, an Administrative Manual for the RIS was written.

The Manual cosists of four major sections. Two of these are designed to acquaint the reader with the concepts involved; one section to provide definitions; and one section to detail administrative procedures.

■**Part 1: Introduction** Presented in Part 1 of the Manual are discussions pertaining to:

- Role of education
- Educational change
- Innovations and dissemination
- Illinois Resource and Dissemination Network (IRDN)
- Resource Identification
- Why RIS?

■**Part 2: Resource Identification Survey (RIS)** The purpose of this part of the Manual is to present the rationale and design for the Survey. Included in this part of the Manual are:

- Purpose
- Format
- Section I
- Section II
- Section III
- Section IV
- Section V
- Other Information
- Procedure
- Time
- Terminology
- Coding

■ **Part 3: Administration** This part of the Manual details administrative procedures for the RIS. For each item within each section of the Manual, a description statement is presented and detailed administration directions are provided.

■ **Part 4: Glossary** The final part of the manual is a directory of terms utilized in the RIS. The definitions for about 150 education and education-related terms are provided.

## TRAINING

As part of our contract with IOE, ERA staff trained a small group of the IOE staff in the utilization and administration of the RIS. The training session was held at IOE, Springfield on November 23, 1976. The agenda for the training was as follows:

Morning

10:30-11:15 ERA Introduction
- What is ERA?
- Educational Innovations
- Dissemination-IRDN
- What is a Resource?
- Why RIS
- The RIS Administration Manual

11:15-12:00 Role of ERA staff.

12:00-1: ) Lunch

1:30-3:3( IOE staff roleplay

The IOE participants were divided into triads for the roleplay. Each individual was given a packet containing RIS, manual. Resource-Role Card, two interviewer-rating cards, and ERA evaluation rating card. Within the triad, three interviewer rounds were established. For each round there was a designated interviewer, interviewee and observer. The interviewer roleplayed the situation specified on the resource-role card. After each round, the observer rated the interviewer and provided feedback. An ERA trainer participated in one triad; and the other observed, answered questions and provided feedback as deemed appropriate.

3:30-3:45 Session summary

ERA and IOE staff reviewed the process, discussed concerns resulting from the roleplay, and concluded the session. IOE staff completed their ERA evaluation forms.

Twelve IOE staff and two ERA staff attended the training. Nine of the 12 IOE staff attended both the morning and afternoon sessions. One individual attended only the introductory session and another was able to attend only during the afternoon roleplay. The third individual reviewed the materials but did not choose to participate in the actual training.

In general, the session seemed to be beneficial; it was ERA's observation that those persons responsible for utilizing the RIS for data collection seemed to learn the necessary procedures quite rapidly.

Using a 5-point scale ranging from 5-strongly agree to 1-strongly disagree, IOE ratings of the training session were as follows:

| | Mean Rating |
|---|---|
| --This training session was useful | 4.833 |
| --I could effectively administer the survey in the future | 4.000 |
| --The presenters were clear and interesting | 4.167 |
| --I could train others to use the survey | 4.500 |
| --The manual is clearly written | 4.400 |
| --The survey can be useful for determining resource information | 5.000 |

These ratings clearly indicate that those person in attendance at the training sessions feel that the survey can be useful and that such a training session is useful. In general, the participants indicated that they feel confident of their use of the RIS.

COMMENTS

ERA recommends that large group training follow the same general format as utilized in this smaller session conducted by ERA. However, the following modifications are suggested:

--Hold session in one-half day, preferrable in the morning.

--Using visuals, introduce the purpose and design for IRDN.

--Provide study time for manual, perhaps using a question-type study guide. However, this time must be fairly short to hold the interest of individuals.

*ATTACHMENT A*

*Survey Rating Form*

| | | Leave As Is | Make Minor Changes | Make Major Changes |
|---|---|---|---|---|
| **Section I: Resource Information** | | | | |
| 1. Identification | ⇒ | ☐ | ☐ | ☐ |
| 2. Description of Resource | ⇒ | ☐ | ☐ | ☐ |
| 3. Resource Target Group(s) | ⇒ | ☐ | ☐ | ☐ |
| 4. Staffing | ⇒ | ☐ | ☐ | ☐ |
| 5. Resource Information Dissemination | ⇒ | ☐ | ☐ | ☐ |
| 6. Funding | ⇒ | ☐ | ☐ | ☐ |
| **Section II: Program(s) and/or Project(s)** | | | | |
| 1. Is resource a program and/or project ? | ⇒ | ☐ | ☐ | ☐ |
| 2. On-site Visitation | ⇒ | ☐ | ☐ | ☐ |
| 3. Adaption/Adoption | ⇒ | ☐ | ☐ | ☐ |
| 4. Evaluation Data | ⇒ | ☐ | ☐ | ☐ |
| **Section III: Human Resources** | | | | |
| 1. Are human resources available through resource? | ⇒ | ☐ | ☐ | ☐ |
| 2. Availability of Resource | ⇒ | ☐ | ☐ | ☐ |
| 3. Accessibility | ⇒ | ☐ | ☐ | ☐ |
| 4. Training | ⇒ | ☐ | ☐ | ☐ |
| 5. Conditions | ⇒ | ☐ | ☐ | ☐ |
| 6. Type of Service | ⇒ | ☐ | ☐ | ☐ |
| 7. Can individuals be contacted for permission to include their names in a human resource file? | ⇒ | ☐ | ☐ | ☐ |
| 8. Evaluation of Individuals | ⇒ | ☐ | ☐ | ☐ |
| **Section IV: Materials** | | | | |
| 1. Are materials available through (or needed by) resource? | | ☐ | ☐ | ☐ |
| 2. Availability of Materials | ⇒ | ☐ | ☐ | ☐ |
| 3. Evaluation of Material Collection | ⇒ | ☐ | ☐ | ☐ |
| **Section V: Housing Agency** | | | | |
| 1. Identification | ⇒ | ☐ | ☐ | ☐ |
| 2. Type of Agency | ⇒ | ☐ | ☐ | ☐ |
| 3. Size of Agency | ⇒ | ☐ | ☐ | ☐ |
| 4. Years of Operation | ⇒ | ☐ | ☐ | ☐ |
| 5. Primary Funding Source of Agency | ⇒ | ☐ | ☐ | ☐ |
| 6. Mark as close as possible location of resource. | ⇒ | ☐ | ☐ | ☐ |

Evaluative Research Associates, Inc.

Write comments on back on this sheet.

*ATTACHMENT B*

*Post Card Survey*

Dear Sir:

The Illinois Office of Education is in the process of identifying educational resources which could be of use to educators and/or students. We need your help. Are you the director of a project? Do you administer a school? Do you have consultants or materials that could be of value to other educators?

If you can answer YES to any of these questions please complete the right side of this survey by CHECKING THOSE AREAS IN WHICH YOU CAN PROVIDE SPECIAL EXPERTISE IN PROGRAMS/PROJECTS, CONSULTANTS, AND/OR MATERIALS. Then, complete the identification information on the other side of the card and mail to the Illinois Office of Education.

If your answers to all these questions are NO, check the following box. Then, complete the identification information on the other side of the card and mail to the Illinois Office of Education.

☐ No, (I) We cannot provide educational resources.

| | Program/Project | Consultants | Materials |
|---|---|---|---|
| 1. **Curriculum Areas** e.g. Health Ed., Math, Vocational Ed. | ☐ | ☐ | ☐ |
| 2. **Concept or Skill Areas** e.g. Aging, Career Ed., Responsibility Ed. | ☐ | ☐ | ☐ |
| 3. **Special Programs** e.g. Discipline, Mainstreaming, Staff Devel. | ☐ | ☐ | ☐ |
| 4. **Administrative Areas** e.g. Assessment, Financial, Supervision | ☐ | ☐ | ☐ |
| 5. **Services** e.g. Child Welfare, Evaluation, Medical | ☐ | ☐ | ☐ |
| 6. **Developmental Areas** e.g. Curriculum, Inservice Training Pkgs. | ☐ | ☐ | ☐ |
| 7. **Evaluation** e.g. Curriculum, Program, Student | ☐ | ☐ | ☐ |
| 8. **Human Resources** e.g. Adult Teachers, Counselors, Volunteers | ☐ | ☐ | ☐ |
| 9. **Learners With Special Needs** e.g. Bilingual, Drop-Outs, Gifted | ☐ | ☐ | ☐ |

Additional Comments _____

_____

_____

_____

Thank you for your assistance.

Please complete the following information

Name _____

Agency _____
name

_____
address

_____

_____

_____
phone

Mail To:
Illinois Office of Education
100 N. First Street
Springfield, Illinois 62777

Attn: Illinois Resource and
Dissemination Network

*ATTACHMENT C*

*RIS Survey*

for IOE use only

# ILLINOIS RESOURCE AND DISSEMINATION NETWORK

Illinois Office of Education
100 North First Street
Springfield, Illinois 62777
(217) 782-4321

## RESOURCE IDENTIFICATION SURVEY

| | | |
|---|---|---|
| strong | 1 | NO |
| weak | 2 | |
| weak | 3 | YES |
| strong | 4 | |
| very strong | 5 | |

Is resource interested in participating in IRDN?

Date of Survey ____/____/____
mo. day yr.

Interviewer _____
Name

_____ _____
Agency Location

_____

## SECTION I: RESOURCE INFORMATION

1. Identification

Title _____
Name or title of resource

Contact Person _____ _____
Name Title

Address _____ _____
Number Street

_____ _____
City County

_____ _____ ( ) —
State Zip Telephone

Within which public school district is the resource located?

_____
Name of district

_____
Address of district

_____

Program/project ☐
Human resources ☐
Materials resources ☐

## 2. Description of Resource (☑ if yes)

Consultant | Secondary Descriptor | Main Focus

### 01. Curriculum Areas
- ☐ ☐ ☐ 01-01-Art Education
- ☐ ☐ ☐ 01-02-Business Education
- ☐ ☐ ☐ 01-03-Consumer Education
- ☐ ☐ ☐ 01-04-Dramatics
- ☐ ☐ ☐ 01-05-Driver Education
- ☐ ☐ ☐ 01-06-Drug Education
- ☐ ☐ ☐ 01-07-Environmental Education
- ☐ ☐ ☐ 01-08-Ethnic Studies
- ☐ ☐ ☐ 01-09-Foreign Language Arts
- ☐ ☐ ☐ 01-10-Health Education
- ☐ ☐ ☐ 01-11-Home Economics
- ☐ ☐ ☐ 01-12-Language Arts
- ☐ ☐ ☐ 01-13-Mathematics
- ☐ ☐ ☐ 01-14-Metric Education
- ☐ ☐ ☐ 01-15-Music Education
- ☐ ☐ ☐ 01-16-Nutrition
- ☐ ☐ ☐ 01-17-Physical Education
- ☐ ☐ ☐ 01-18-Reading
- ☐ ☐ ☐ 01-19-Religions
- ☐ ☐ ☐ 01-20-Safety Education
- ☐ ☐ ☐ 01-21-Science
- ☐ ☐ ☐ 01-22-Sex Education
- ☐ ☐ ☐ 01-23-Social Studies
- ☐ ☐ ☐ 01-24-Vocational Education
- ☐ ☐ ☐ 01-25-Others *

### 02. Concept or Skill Areas
- ☐ ☐ ☐ 02-01-Affective Education
- ☐ ☐ ☐ 02-02-Aging
- ☐ ☐ ☐ 02-03-Career Education
- ☐ ☐ ☐ 02-04-Child Development
- ☐ ☐ ☐ 02-05-Communication Skills
- ☐ ☐ ☐ 02-06- Daily Living Skills
- ☐ ☐ ☐ 02-07-Death and Dying
- ☐ ☐ ☐ 02-08-Educational Technology
- ☐ ☐ ☐ 02-09-Emotional Development
- ☐ ☐ ☐ 02-10-Motor Skills
- ☐ ☐ ☐ 02-11-Perceptual Skills
- ☐ ☐ ☐ 02-12-Recreation
- ☐ ☐ ☐ 02-13-Responsibility Education
- ☐ ☐ ☐ 02-14-Self Concept
- ☐ ☐ ☐ 02-15-Social Development
- ☐ ☐ ☐ 02-16-Values Education
- ☐ ☐ ☐ 02-17-Visual Literacy
- ☐ ☐ ☐ 02-18-Others *

### 03. Special Programs
- ☐ ☐ ☐ 03-01-Alternative Education
- ☐ ☐ ☐ 03-02-Child Abuse and Neglect
- ☐ ☐ ☐ 03-03-Community Education
- ☐ ☐ ☐ 03-04-Compensatory Education
- ☐ ☐ ☐ 03-05-Desegregation
- ☐ ☐ ☐ 03-06-Discipline
- ☐ ☐ ☐ 03-07-Elim. of Sex Discrim. (Title IX)
- ☐ ☐ ☐ 03-08-Individualized Instruction
- ☐ ☐ ☐ 03-09-Inservice Teacher Training
- ☐ ☐ ☐ 03-10-Least Restrictive Alternative
- ☐ ☐ ☐ 03-11-Mainstreaming

Consultant | Secondary Descriptor | Main Focus

### 03. Special Programs (cont.)
- ☐ ☐ ☐ 03-12-Motivation
- ☐ ☐ ☐ 03-13-Normalization
- ☐ ☐ ☐ 03-14-Parenthood Education
- ☐ ☐ ☐ 03-15-Pre-Service Teacher Training
- ☐ ☐ ☐ 03-16-Right-To-Read
- ☐ ☐ ☐ 03-17-Rights (Student/Parent)
- ☐ ☐ ☐ 03-18-School Foods
- ☐ ☐ ☐ 03-19-Staff Development
- ☐ ☐ ☐ 03-20-Truant Alternative Education
- ☐ ☐ ☐ 03-21-Others *

### 04. Administrative Areas
- ☐ ☐ ☐ 04-01-Advisory Boards
- ☐ ☐ ☐ 04-02-Auditing
- ☐ ☐ ☐ 04-03-Assessment
- ☐ ☐ ☐ 04-04-Enrollment
- ☐ ☐ ☐ 04-05-Facilities
- ☐ ☐ ☐ 04-06-Financial
- ☐ ☐ ☐ 04-07-Grants/Funding
- ☐ ☐ ☐ 04-08-Legal
- ☐ ☐ ☐ 04-09-Organizational
- ☐ ☐ ☐ 04-10-Operational
- ☐ ☐ ☐ 04-11-Personnel
- ☐ ☐ ☐ 04-12-Steering Committee
- ☐ ☐ ☐ 04-13-Supervision
- ☐ ☐ ☐ 04-14-Transportation
- ☐ ☐ ☐ 04-15-Others *

### 05. Services
- ☐ ☐ ☐ 05-01-Child Care (Day Care)
- ☐ ☐ ☐ 05-02-Child Welfare
- ☐ ☐ ☐ 05-03-Conferences
- ☐ ☐ ☐ 05-04-Consultations
- ☐ ☐ ☐ 05-05-Counseling/Guidance
- ☐ ☐ ☐ 05-06-Demonstrations
- ☐ ☐ ☐ 05-07-Diagnostics
- ☐ ☐ ☐ 05-08-Evaluation
- ☐ ☐ ☐ 05-09-Information Dissemination
- ☐ ☐ ☐ 05-10-Information Retrieval
- ☐ ☐ ☐ 05-11-Instruction
- ☐ ☐ ☐ 05-12-Learning Center/Library
- ☐ ☐ ☐ 05-13-Media/Materials
- ☐ ☐ ☐ 05-14-Media Production
- ☐ ☐ ☐ 05-15-Medical
- ☐ ☐ ☐ 05-16-Organizational Development
- ☐ ☐ ☐ 05-17-Personal Custodial Care
- ☐ ☐ ☐ 05-18-Psychiatric
- ☐ ☐ ☐ 05-19-Psychological
- ☐ ☐ ☐ 05-20-Rehabilitation
- ☐ ☐ ☐ 05-21-Remediation
- ☐ ☐ ☐ 05-22-Research
- ☐ ☐ ☐ 05-23-Residential
- ☐ ☐ ☐ 05-24-School Health
- ☐ ☐ ☐ 05-25-Staff Development
- ☐ ☐ ☐ 05-26-Statistics
- ☐ ☐ ☐ 05-27-Teacher Center
- ☐ ☐ ☐ 05-28-Workshops
- ☐ ☐ ☐ 05-29-Others *

### 06. Developmental Areas
- ☐ ☐ ☐ 06-01-Curriculum Development

Consultant | Secondary Descriptor | Main Focus

### 06. Developmental Areas (cont.)
- ☐ ☐ ☐ 06-02-Individualized Educational Plans
- ☐ ☐ ☐ 06-03-Inservice Training Packages
- ☐ ☐ ☐ 06-04-Teacher-Made Materials
- ☐ ☐ ☐ 06-05-Tests/Evaluation Development
- ☐ ☐ ☐ 06-06-Others *

### 07. Evaluation
- ☐ ☐ ☐ 07-01-Curriculum Evaluation
- ☐ ☐ ☐ 07-02-Materials Evaluation
- ☐ ☐ ☐ 07-03-Program Evaluation
- ☐ ☐ ☐ 07-04-Student Evaluation
- ☐ ☐ ☐ 07-05-Teacher Evaluation
- ☐ ☐ ☐ 07-06-Others *

### 08. Human Resources
- ☐ ☐ ☐ 08-01-Administrators
- ☐ ☐ ☐ 08-02-Adult Teachers
- ☐ ☐ ☐ 08-03-College Teachers
- ☐ ☐ ☐ 08-04-Early Childhood Teachers
- ☐ ☐ ☐ 08-05-Elementary Teachers
- ☐ ☐ ☐ 08-06-Secondary Teachers
- ☐ ☐ ☐ 08-07-Special Education Teachers
- ☐ ☐ ☐ 08-08-Teacher Aides
- ☐ ☐ ☐ 08-09-Vocational Teachers
- ☐ ☐ ☐ 08-10-Counselors
- ☐ ☐ ☐ 08-11-Diagnosticians
- ☐ ☐ ☐ 08-12-Nurses
- ☐ ☐ ☐ 08-13-Psychiatrists
- ☐ ☐ ☐ 08-14-Psychologists
- ☐ ☐ ☐ 08-15-Social Workers
- ☐ ☐ ☐ 08-16- Therapists
- ☐ ☐ ☐ 08-17-Ancillary School Personnel
- ☐ ☐ ☐ 08-18-Artists (General)
- ☐ ☐ ☐ 08-19-Business/Labor/Industry Personnel
- ☐ ☐ ☐ 08-20-Learning Center Personnel/Librarians
- ☐ ☐ ☐ 08-21-Volunteers
- ☐ ☐ ☐ 08-22-Other Consultants *

### 09. Learners With Special Needs
- ☐ ☐ ☐ 09-01-Adult Learners
- ☐ ☐ ☐ 09-02-Behavior Disordered
- ☐ ☐ ☐ 09-03-Bilingual
- ☐ ☐ ☐ 09-04-Community Members
- ☐ ☐ ☐ 09-05-Drop-Outs
- ☐ ☐ ☐ 09-06-Early Childhood
- ☐ ☐ ☐ 09-07-Educable Mentally Handicapped
- ☐ ☐ ☐ 09-08-Educationally Handicapped
- ☐ ☐ ☐ 09-09-Gifted
- ☐ ☐ ☐ 09-10-Hearing Impaired
- ☐ ☐ ☐ 09-11- Homebound/Hospitalized
- ☐ ☐ ☐ 09-12-Learning Disabled
- ☐ ☐ ☐ 09-13-Migrant Learners
- ☐ ☐ ☐ 09-14-Multiply Handicapped
- ☐ ☐ ☐ 09-15-Neglected/Delinquent
- ☐ ☐ ☐ 09-16-Parents
- ☐ ☐ ☐ 09-17-Physically Handicapped
- ☐ ☐ ☐ 09-18-Severely/Profoundly Handicapped
- ☐ ☐ ☐ 09-19-Speech Defective
- ☐ ☐ ☐ 09-20-Trainable Mentally Handicapped
- ☐ ☐ ☐ 09-21-Visually Impaired
- ☐ ☐ ☐ 09-22-Others *

*Others, Description _____

## 3. Resource Target Group(s)

Secondary Focus / Main Focus

- *Population*

☐ ☐ Administrators
☐ ☐ Community Members
☐ ☐ Parents
☐ ☐ Students
☐ ☐ Teachers
☐ ☐ Other* _____

_____

- *Levels*

☐ ☐ Infant (age 0-3)
☐ ☐ Preschool (age 3-5)
☐ ☐ Kindergarten (ages 5-6)
☐ ☐ Elementary (grades 1-5)
☐ ☐ Junior High (grades 6-8)
☐ ☐ High School (grades 9-12)
☐ ☐ College (2 year)
☐ ☐ College/University (4+ years)
☐ ☐ Adult (age 18+; non-coll./univ.)
☐ ☐ Other * _____

_____

- *Eligibility*

☐ ☐ Open to public
☐ ☐ Members only
☐ ☐ Employees only
☐ ☐ Residents only
☐ ☐ Other * _____

_____

- *Geographic Boundaries*

☐ ☐ One School
☐ ☐ District, internal
☐ ☐ Community
☐ ☐ Multi-District/Regional
☐ ☐ State-wide
☐ ☐ National
☐ ☐ International
☐ ☐ Other * _____

_____

- *Special Groups*

List _____

_____

_____

_____

## 4. Staffing

| | Paid | Volunteers |
|---|---|---|
| ▪ Professional | _____ (no.) | _____ (no.) |
| ▪ Paraprofessional | _____ (no.) | _____ (no.) |
| ▪ Non-professional | _____ (no.) | _____ (no.) |

## 5. Resource Information Dissemination

☐ Does not disseminate information
☐ Disseminates information

- *Type*
  - ☐ Pamphlets/brochures
  - ☐ Articles/books
  - ☐ Newsletters/magazines
  - ☐ Films/filmstrips
  - ☐ Presentations
  - ☐ Booths/displays
  - ☐ Other _____

_____

- *Distribution*
  - ☐ Local
  - ☐ Regional
  - ☐ State-Wide
  - ☐ Multi-State
  - ☐ National
  - ☐ International

## 6. Funding (☑ one)

☐ None Required
☐ Internal Agency Funding
☐ External Funding From (☑ Primary Source)
- ☐ Local grant/contract
- ☐ State grant/contract
- ☐ Federal grant/contract
- ☐ Foundation
- ☐ Business/Industry/Labor
- ☐ Service Club
- ☐ Individual Contribution
- ☐ Other _____

Agency _____ (name of funding agency)

Unit _____ (subunit/division of agency) _____

Address _____ (number) _____ (street)

_____ (city)

_____ (state) _____ (zip)

*Other, Explain _____

1. Is resource a program and/or project?
☐ No-go to Section III
☐ Yes-continue to question 2

## SECTION II: PROGRAM(S) AND/OR PROJECT(S)

2. On-site Visitation
   ☐ Can not accommodate
   ☐ Can accommodate

   ▲ *Number*
   ☐ 1-5
   ☐ 6-10
   ☐ 11-15
   ☐ 16-20
   ☐ 21-25
   ☐ Over 25

   ▲ *Length of Typical Visitation*
   ☐ 1 day or less
   ☐ 2-3 days
   ☐ 1 week
   ☐ More than one week

   ▲ *Entry Fee*
   ☐ No
   ☐ Yes

Description_____

3. Adoption/Adaption (☑ if yes)
   ■ Transportable ☐
   ■ Local development needed ☐
   ■ Special training needed ☐
   ▲ Available ☐
   ■ Special material needed ☐
   ▲ Available commercially ☐
   ▲ Available from project ☐

4. Evaluation of: (☑ if yes)

| | Internal | External |
|---|---|---|
| ■ Staff | ☐ | ☐ |
| ■ Students | ☐ | ☐ |
| ■ Program Content | ☐ | ☐ |

Special Notes_____

1. Are human resources available through resource?
   - ☐ No-go to Section IV
   - ☐ Yes-continue to question 2

## SECTION III: HUMAN RESOURCES

2. Conditions

| Location (☑ if yes) | Cost per day (☑ if yes) | | | | | | | (☑ if cost) | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | None | Up to $50 | $51-$100 | $101-$150 | $151-$200 | Over $200 | Other Type Fee | Materials | Transportation | Meal & lodging |
| ☐ On-site | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ Off-site, within 25 miles | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ Off-site, 26-100 miles | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ Off-site, 101-200 miles | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ Off-site, State-wide | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ Off-site, Multi-state | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ Off-site, National | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |

3. Accessibility (☑ one)

- ☐ Available within a week's notice
- ☐ Available in one to three weeks
- ☐ Available in three weeks to three months
- ☐ Available in three to six months
- ☐ Available in six months to one year
- ☐ Available in over one year
- ☐ Not available, but expected in future

Description_____

4. Type of Service (☑ if yes)

- ☐ Receive and answer letters
- ☐ Send out materials
- ☐ Visitation at resource site
- ☐ Visitation at client site
- ☐ Workshops/conferences/presentations
- ☐ Other _____

5. Can individuals be contacted for permission to include their names in the Human Resource File?
   - ☐ No
   - ☐ Yes

6. Evaluation of Individuals by: (☑ if yes)

- ☐ Internal expert
- ☐ External expert
- ☐ Participants

1. Are materials available through resource?
   - ☐ No-go to Section V
   - ☐ Yes-go to question 2

## SECTION IV: MATERIALS

2. Availability of Materials

| *Type* (☑ *if yes*) | *Location* | | *Conditions* | | | *User* | |
|---|---|---|---|---|---|---|---|
| | On-site usage | Off-site usage | Free | Loan | Purchase | Student | Other |
| ☐ Audio Equipment | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ Audio tapes and/or Records | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ Bibliographies | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ Computer print-outs | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ Curriculum Guides | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ Duplicating Masters | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ Films and Film Strips | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ High Interest-Low Vocabulary Materials | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ Instructional Kits | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ Learning Activity Packages | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ Manipulative Materials | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ Microfiche Readers and Printers | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ Microfiche Readers Only | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ Microforms | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ Programmed Materials | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ Projection Equipment | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ Publications | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ Reference Materials | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ Self-pacing Materials | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ Study Prints | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ Teacher Made/or adapted Material | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ Transparencies | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ Video Tapes and Equipment | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ ETV-ITV | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ Other_____ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |

_____

Description_____

3. Evaluation of Materials Collection (☑ if yes)
   - ☐ Internal Expert
   - ☐ External Expert
   - ☐ Users

## SECTION V: HOUSING AGENCY

1. Identification

1a. Local School District

District Name _____

Address _____ (Number) _____ (Street)

_____ (City) _____ (State) _____ (Zip)

Name _____ (Agency)

Address _____ (Number) _____ (Street)

_____ (City) _____ (County)

_____ (State) _____ (Zip) (  ) — _____ (Telephone)

Contact Person _____ (Name) _____ (Title) (  ) — _____ (Telephone)

2. Type of Agency (☑ one only)

- Educational
  - ☐ Preschool Facility
  - ☐ Elementary District
  - ☐ Secondary District
  - ☐ K-12 District
  - ☐ Multi-District/Regional
  - ☐ State
  - ☐ Multi-State
  - ☐ Federal
  - ☐ Corporate
  - ☐ Higher Education
  - ☐ Association
  - ☐ Other _____
- Service
  - ☐ Recreational
  - ☐ Health
  - ☐ Social
  - ☐ Complete Care
  - ☐ Library
  - ☐ Museum
  - ☐ Other _____
- Other
  - ☐ Professional
  - ☐ Special Interest
  - ☐ Business
  - ☐ Labor
  - ☐ Industry
  - ☐ Other _____

3. Size of Agency (☑ one only)
   - ☐ 1-30 Employees
   - ☐ 31-50 Employees
   - ☐ 51-100 Employees
   - ☐ 101-500 Employees
   - ☐ Over 500 Employees

4. Year of Operation (☑ one only)
   - ☐ Under 5 years
   - ☐ 5-10 years
   - ☐ 11-20 years
   - ☐ 21-50 years
   - ☐ Over 50 years

5. Primary Funding Source of Agency (☑ one only)
   - ☐ Private
   - ☐ Public
   - ☐ Religious
   - ☐ Fees, tuition, etc.
   - ☐ Other (specify) _____

6. Mark as close as possible location of resource (on map)